

Non-Academic Sub-Council Meeting Minutes

March 20, 2014 (Thursday)

3:00pm – 4:00pm. Barge 410

Present: Jillana Hernandez, Tina Short, Chris Huss, John Swiney, Lindsey Ulrich, Lucinda Lunstrum, Dawn Varnum, Tim McGuire, Michael Moon. **Absent:** Bill Yarwood, Lindsey Brown, Connie Williams, Sue Noce.

Agenda Items:

New Concept/Idea Requests:

BPS Reorg/Rollup and Tree Re-work (Tina Short)

The iCAT Chart of Accounts project brought to light the possibility of easing the workload effort in BPS for the current year budget cycle by moving to the use of trees within it. With the CWU re-organizing various divisions (depending on the scope), the current BPS structure can create a great deal of manual effort. With the transition to use trees, this should ease the amount of work within the Budget Office and Accounting area.

The request is to complete this project by mid-April in order to meet this year's budget cycle. Heidi Wixson will be the technical resource, Brenda Mofford will assist in testing, and Chris Huss will assist in the tree-work.

John Swiney motioned to approve, Mike Moon seconded the motion.

Alcohol and Drug Use Policy (Jill Hernandez)

Within Wildcat Connection before MyCWU was implemented, students were required to agree to the alcohol and drug use policy. This ensured all students and staff acknowledged the policy and accepted it prior to logging into Safari. There is no longer a mandated area for students and staff to read and accept the policy. Re-enabling this agreement meets a Federal Financial Aid requirement and a CWU Policy.

Jared Jakeman is looking at implementing a new way for students/staff to read and accept the alcohol and drug use policy within MyCWU.

Chris Huss motioned to approve, Mike Moon seconded the motion.

Other Discussion/Informational Items:

Team Dynamix Update

Looking at a ticketing option for project managers. Tina Short showcased the Project Portfolio Team Dynamix module which showcases active and upcoming projects workloads and the percentage each project has been completed. The project managers will start re-sourcing staff so they can see how much work is being allocated to each various staff.

EISC Update

The move from Novell to Microsoft Outlook has been approved once they secure funding for the project.

Document Imaging has been approved and will roll out in July starting with Student Financial Services. The imaging will cover one specific area at a time starting Phase 1 with SFS, moving to Phase 2 Financial Services, Phase 3 Registrar/Enrollment, Phase 4 will be Human Resources, Phase 5 is Facilities and academic departments and so on.

A business case for Interactive Projection Systems for CWU Centers was approved by ATAC and then by EISC. This effort will assist in helping teachers be more marketable by providing smart boards that are used in the school classrooms. There is necessity to provide our education students and faculty with access to common classroom tools—such as interactive technology. While not every classroom in K-12 schools have this technology, all of our partnering school districts have the technology in their schools. This requires that our CWU students be familiar with and prepared to use current technology.

Approve February 11th Meeting Minutes:

John Swiney moved to approve, Chris Huss seconded the motion.