Non-Academic Sub-Council Meeting Minutes

May 13, 2014 (Tuesday)

1:30pm – 3:00pm. Barge 412

Present: Sue Noce, Tina Short, Chris Huss, John Swiney, Lindsey Ulrich, Lucinda Lunstrum, Lindsey Brown, Bill Yarwood, Mickey Parker, Michael Moon, Cindy Rickey, Jared Jakeman, Lynn Hutchins, Delanya Brecken, Jesse Nelson, Amber Darting, Joy Corbett, Charlene Bane, Jill Hernandez, Kathy Gaer-Carlton, Jamie Thomas. **Absent:** Connie Williams, Tim McGuire

Agenda Items:

Business Cases:

Oracle PeopleSoft Recruiting Solutions 9.2 (Joy Corbett, Charlene Bane)

Last year 7000 employees were either hired or rehired at CWU. Joy and Charlene highlighted the amount of hires through HR, employee PeopleAdmin access, and employee support of a transition from PeopleAdmin to PeopleSoft. After the go-live date of January 27th many processes were streamlined but not all of them. PeopleAdmin, the software tool Human Resources utilizes to capture personal information from on-line applicants, is not able to transfer data to PeopleSoft without significant integration. Human Resources would like to move away from PeopleAdmin and move to Oracle PeopleSoft's Recruiting Solutions 9.2. Migrating would streamline the recruiting and on-boarding processes of Central Washington University and represent a more sensible use of monetary resources.

The costs of PeopleAdmin have been increasing 3% each year. The annual maintenance fee for Oracle Peoplesoft will not increase for the duration of a 3-5 year contact. The solution is not fully funded. John Swiney asked why this had not been implemented earlier. The recruiting solutions may not have been available in the version that was implemented in 2005. In March the PeopleAdmin contract will need to be renewed, so a decision needs to be made to decide which direction to go. Other options were looked at but this was the optimal solution.

Lucinda Lunstrum motioned to approve, John Swiney seconded the motion.

New Concept/Idea Requests:

Batch Process Automation (Lindsey Brown)

The matriculation process within PeopleSoft requires several jobs to be run in sequence. The batch process automation would string the multiple processes together and possibly automate the process to be run after work-hours. Currently, every Monday the first user runs their report and once completed emails the next user to start theirs, this process is continued until all five users have run their reports. Due to holidays, absences, etc. the process is not always completed in a timely matter.

Jared Jakeman noted this process would be fairly simple and is comparable to the batch process automation implemented in SFS.

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

Voter Registration (Lindsey Brown)

Provide students with a link to register to vote. In accordance to RCW 29A.08.310 there must be an active prompt available on the website to allow students to vote.   The group discussed to possibility of providing a link on the drug and alcohol page within the MyCWU login.

Group consensus; this is necessary and very easy to add.

Process to Load Online Students into Canvas Prior to Registration (Amber Darting)

A system needs to be put in place to enroll students into the Canvas environment prior to class registration. There are online orientations that online students should participate in, yet they are not allowed to view these online resources until after registration. Orientation helps students feel more comfortable and perform better in their classes. Jill Hernandez said this is do-able from an IT standpoint, being able to build a feed packet that pulls students who have been admitted to the university and are admitted to an online major.

Lindsey Brown motioned to approve, Jill Hernandez seconded the motion.

Update to Current Online Admissions Application (Kathy Gaer-Carlton)

Customizations need to be updated to accommodate the changes in the online admissions application. Updates need to be loaded into campus solution. This solution will reduce manual entry. One approved the application changes need to be submitted to Hobsons my early July.

John Swiney motioned to approve, Lindsey Brown seconded the motion.

Approve April 8th Meeting Minutes:

Chris Huss motioned to approve, Bill Yarwood seconded the motion.