

## **Business Technology Advisory Council Meeting Minutes**

**September 28, 2015 (Monday)**

**3:00pm – 4:00 pm. Barge 412**

**Present:** Joel Klucking, Tina Short, Jamie Thomas, Jill Hernandez, John Swiney, Kelley Christianson, Steve Wenger, Chris Huss, Tim McGuire, Bill Yarwood, Sarah Swager, Staci Sleigh-Layman, Sue Noce, Lindsey Brown, Drue Larson, Lindsey Ulrich

**Absent:** Jared Jakeman

### **Agenda Items:**

#### **Solutions Request:**

##### ***HR Refresh Link between CWU & the WA CFD (Drue Larson & Lindsey Ulrich)***

The CWU Combined Fund Drive team would like to request an HR Refresh link between CWU and the WA CFD to make charitable contributions through payroll deduction easier for CWU faculty and staff. The link would potentially increase donations and remove barriers. It is also believed that it will reduce manual entry tasks currently performed by the CWU Payroll department. CWU employees would not need to create their own profiles as they do now, however, the HR Refresh link would not necessarily remove manual data entry for Payroll staff. Jamie Thomas is looking into an excel-to-ci that would automate the process and make it less manual. The HR Refresh feed would send the first and last name, employee ID, and email only.

The group approved the request.

#### **Updates/Approvals:**

Textbook Adoptions – tabled. The Dean’s council meets next Tuesday (10/6/15).

Request Feedback from BTAC membership on Wednesday Migration Emails – continue sending weekly, it is working okay. Look into adding long range/future images.

EISC/ATAC Updates –

Upgrade to 9.2 – Jill presented a business case for a PeopleTools, Campus Solutions and Portal bundle upgrade. The business case will now be presented to Cabinet. Funding is still being determined. There was a discussion regarding the pros and cons of using in house resources vs. upgrade lab and consultants.

IT cell phone console plan – CWU decided AT&T would be our carrier designated for CWU owned/issued mobile devices. There was a discussion on stipends and the issues with using personal cell phones for CWU business. Executive management has requested a one phone model. The discussion on stipends is not complete.

ePerformance – HR presented to PAT, President Gaudino supported implementing the PeopleSoft module. A business case was presented and HR is working on identifying funding. HR will keep the group informed of progress.

ATAC Update -

eTextbooks Task Force – Working on a plan for CWU’s future with digital textbooks. Currently working on a pilot program to see how it works. Will begin by creating a survey and polling faculty to see what they want to do. Open Source is making textbooks cheaper and better return, providing textbooks in hand on the first day of classes. Group discussed that students could opt out or have options for both hard copy and digital. Staci asked if eTextbooks would have an accessible format for students with disabilities. Steve thought so and stated that they are including that in the evaluation process. Sarah asked that Student Success be included in future updates.

Misc. Items – Jill let the group know that there is a recommendation for naming new student and staff accounts. Networks & Operations is recommending **first initial + last name + last 4 digits of CWUID#**. This would be for all new student and staff MyCWU accounts only. Email would be users’ first.lastname@cwu.edu.

Next meeting (10/26/15) – Discuss/decide who will take the next chair position for the BTAC.

***Approve August 31<sup>st</sup> Meeting Minutes***

Group approved August 31<sup>st</sup> minutes.