Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)

OBJECTIVE OF MEETING: 1) Discuss plan to publicize ELSS project. 2)Discuss and approve of Mini-charters for resource groups.

DATE: 02/25/2019
TIME: 2:30pm - 4:00pm

LOCATION/ROOM #: CTL
CALL-IN NUMBER:
CALL-IN CODE:

FACILITATOR(S): Kale Braden, Dyne Eifertsen, Kevyn Monatno

TIMEKEEPER:

ASSISTANT: Kevin Porter

MEMBERS PRESENT: Charles Braden, Cristina Domokos, Gizella Engelsgaard, Kevyn Montano, Erika Wescoatt, Dyne Eifertsen, Diana Hicks, Kevin Porter, Joseph Rust,

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Update on Ad Astra Platinum cadence call (2/18/19)	Kale Braden, Dyne Eifertsen	- No update provided.
Update on Events Training (2/22/19)	Kale Braden	- Still need to identify rooms that areas assume ownership of, have keys to, etc. - Three types of events: recurring standing meetings (always in the same place) will be dropped in schedule early; event requests through facilities office; and events that don't go through facilities office (music, last-minute departmental room access, etc.). - Exploring configurations of different user groups for different types of access and control; looking at curated suites of rooms. - Everyone who attended Events Training now has access to Astra Schedule to start trying the system out.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Publicity plan for ELSS project	Kale Braden, Dyne Eifertsen, Kevyn Montano	- Team members made suggestions for ways to best publicize ELSS project, including working with Public Information Officer to create series of videos, offering flex workshops, and building repository of information available online ala Canvas. - Important to always give history of why ELSS needed (new funding formula, etc.) and be prepared to discuss effects ELSS will have on workflows and workloads for various positions.	
Discussion and approval of Resource group mini-charters.	Kale Braden	- Events Configuration Resource Group will have conference calls with Ad Astra to address system capabilities and answer questions. - Facilities Verification Resource Group will need to identify remaining rooms that are not in Astra Schedule yet or are missing photos, as well as any alternative room configurations and/or uses. - Strategic Enrollment Management Group will look at curating reports that are in Astra Schedule, and addressing higher-level process questions.	- Identify people who would be best for each Resource Group.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

OTHER INFORMATION: Team lead working on way to merge ARC productivity, WSCH, and FTE figures with Platinum Analytics data for more holistic picture. Looking at creating user levels tied to positions, not people.