***Attendees:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Area | Name | Status | Area | Name | Status |
| Academic Affairs | John Pelissero | In Attendance | HSD | Fr. Dennis Yesalonia | In Attendance |
| Academic Affairs | David Prasse | In Attendance | Operations/HR | Tom Kelly | In Attendance |
| Advancement | Steve Bergfeld | In Attendance | ITS/Facilitator | Susan Malisch | In Attendance |
| Facilities | Kana Wibbenmeyer | Absent | ITS | Dan Vonder Heide | In Attendance |
| Finance | Bill Laird | Absent | Student Development | Rob Kelly | In Attendance |
| Finance | Andrea Sabitsana | Absent | UMC | Kelly Shannon | In Attendance |
| Guests: Kevin Smith, Michelle Dayton, Ashley Walcott, Cheryl Heckel, and Jeff Apa. | | | | | |

# Welcome, Meeting Purpose & Agenda

The meeting commenced at 12:11 p.m. The meeting today focused on updates regarding the Lawson Transition, the Maxxess System and overview of the new voicemail, conference calling and messaging features that Outlook provides and finally a HSD email migration update. There were no actions items for follow up from the December 2013 meeting.

**Lawson Transition Update**

Michelle Dayton

**Maxxess System Update**

Susan explained the current scorecard is eight years of tracking the health of LUC technology. The arrow within the health advise the project is moving forward. The black arrows advise if a project is moving forward or backward. These scorecards have proven to foster discussion and provoke new ideas. Susan went on to clarify the changes from FY13.

* Research Data Center in a better state than before however, there is a necessity to communicate it’s presence.
* Advancement decrease was due to vendor issues and staff changes. We have an active project and it’s moving forward a good pace.
* Enrollment management upgrade from R+ to Slate is still improving.
* Event & Room scheduling. When there is an event being help off-hours, who supports it if an issue arises? Who owns the rooms that are not classrooms and can’t be scheduled via R25? Bruce is working on a report of who supports and owns these rooms.
* Rebranding Resnet will occur in 2014.
* Housing has been revamped. However, Tom had issues just today on creating reports. Kevin will make an adjustment in Scorecard.

**Meeting Wrap-Up**

The dates for ITESC 2014 have been decided and Sondra will send the appointments before the end of year. Due to prioritization, a meeting in June or December will be included.

Meeting concluded at 3:30 p.m.

ACTION ITEMS

* Change Transcripts to 5 and Parking to 7 on the Prioritization worksheet.
* Get estimates for a consultant to work on the Space Management requirements.
* Update Scorecard to reflect current health of the Housing dashboard.

Respectively submitted by; Sondra Heine