

Arkansas Tech University IT Prioritization and Review Committee

AD HOC call for meeting – email to all members for meeting – 8 of 10 could meet on December 14<sup>th</sup>, 2016 at 3:30 PM in RCB355.

Call to order by Mr. Ken Wester 3:30 PM

Attendance: 8

Mr. Ken Wester

Dr. David Underwood

Mr. Brent Drake

Mrs. Linda Johnson

Mr. Wyatt Watson

Mrs. Jessica Holloway

Dr. Debra Hunter

Mrs. Margie Link

Unable to attend: 2

Mrs. Amy Pennington

Mrs. Niki Schwartz

Since this is the first meeting of this group, there were no previous minutes to approve.

The agenda for this meeting was to review and discuss the recommendation to follow through with the purchase of the Master Scheduling, Calendaring and Space Utilization software by AD Astra.

More specifically to answer/address three questions concerning the software system:

- Does the software meet integration with our Banner Systems?
- Does the software serve the necessary entities on campus for room and space scheduling?
- That similar systems do not already exist (insufficiency) that provide these services that the software is being purchased for.
- Everyone has an understanding of the product scope and how it affects each major unit.

Ken Wester started the discussion with a description and overall history of how the need for and final choice of AD Astra as the Scheduling System.

Ken Wester brought into the discussion the budget for the software and my conversations with Mrs. Holloway on the actual costs vs. the original RFP Budget, that this was 60K upfront (40K Subscription and 20K implementation) and 40K recurring. Although Ad Astra would give an additional discount of 5K from the subscription if we could complete the Contract Execution before December 31<sup>st</sup> 2016. This would bring the cost to 55K now and 40K for 2017/2018 budget. This would be a year to year subscription.

Ken Wester also brought up, and Mrs. Holloway expounded on that there was a performance item in the contract that still needed to be resolved before full execution of the contract. Wyatt Watson gave a suggestion of Uptime as a component of that performance piece.

Margie Link wanted to discuss how the software would be used and by who, what was it replaced, would it replace what we already do in Banner and other items. We discussed those and clarified the interactions with Banner and that Banner is the source of data until the set run to populate Ad Astra each semester after that Ad Astra is the official change point for rooms that is feedback into Banner.

Brent Drake brought up “What constitutes a Space” can Rotundas and Open Spaces in the buildings where Alumni, Students, and others hold breaks, serve coffee, etc. Would these be included?

Ken Wester stated that these would need to be brought up in the initial configuration meetings and suggest they be considered, identified if not schedulable spaces.

Brent Drake also brought up the scheduling of dedicated conference rooms, ownership, etc. Ken Wester stated we would be talking about Priority, First Right of Refusal, etc. during the setup of the software.

Wyatt Watson asked for clarification on room naming and ensuring consistency with Banner, FAMA, Procurement and the Facilities Report to the State. He suggested we ensure that an accurate review of all spaces for occupancy, suggested use size, fire code occupancy, etc.

Linda Johnson spoke to budgeting and that we need to ensure how recurring budgeting was going to occur, future enhancement budgeting and expected a rise in costs over time.

The overall discussion of what else the software could be used for in the future, such as interacting with building controls to better operate the building functions such as lighting, HVAC, Door Control, etc.

Margie Link asked if the system was compatible with the room signs that are currently installed. Ken Wester stated that it was.

General information was brought up about the Facilities Master Plan and how this software will interact with the choices and decisions from that plan, Ken Wester stated that although the software will assist with Space Utilization Planning in the future, it may not have sufficient information to assist with that report. Ken Wester will coordinate with the Team doing the Master Plan.

Discussion on how the Office of Events would work with the software and concerns over there not being sufficient personnel for that office over time to efficiently operate the software and have cross-trained personnel for absences.

Discussion on Administrative Services and Camps and Conferences, how they will interact with the software, do they need a separate package to deal with Camps and Conferences. Ken Wester stated it would need more investigation to be able to say they didn't need a separate package because of its use model and the collection of payments and etc..

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Ken Wester stated that although it won't take long to do the actual implementation, that it will take considerable effort to get the configuration policies and rules in place. Mrs. Ahlert has already begun that process and will be ahead of the games.

Discussion overall on the charge of this committee, when might they expect to begin prioritizing existing projects.

There was a motion from Wyatt Watson to move forward with the Ad Astra Software Purchase, this was seconded by Margie Link. We did a hands up vote with all members present voting yeah. Motion carried and Ken Wester will send a Memo through from the committee with these recommendations.

There was some additional concerns and questions on how software or hardware made it to the committee for purchase consideration, Ken Wester stated that it was not currently within the prevue of this committee to answer, but would be noted.

Call to adjourn – 4:44 PM all in favor

Meeting was adjourned at approximately 4:55 pm

Ken Wester

Chair