How Vincennes University **overhauled its siloed event calendar** and room reservation system

Situation

Founded in 1801 as Jefferson Academy, Vincennes University is Indiana's oldest institution of higher learning, public or private. The university is known for its leadership in innovation and the delivery of successful educational experiences. It offers both AS and BS degree programs with sites across Indiana and North America, and it's widely recognized for leading the way in workforce development partnerships with industry and K–12.

Different university departments and organizations used separate online calendars to keep students and the public alike informed about various campus events. However, there was no centralized, single-source-of-truth calendar, which resulted in a number of problems.

The individual calendars didn't have a cohesive look or format; some were embedded Google calendars, while others were hard-coded HTML calendars, and they were all delivered to the university website in a different way. Additionally, all calendar creators were responsible for their own calendars, which resulted in posting events in multiple places, promoting unapproved events, and not updating the calendars altogether.

"Depending on where you were on our website, it appeared that we communicated with our campus stakeholders in a very siloed way," said Jaci Lederman, Director of Enterprise Applications at the university.

A related issue was the room reservation process, which was completely separate from the calendars and resulted in double-booked meeting rooms.

"I set up our old room reservation using Lotus Notes and Domino scripts," said Charlene Meeks, the university's Operation Application Analyst. "That outdated system left us in a pickle when we moved to Gmail."

The need to improve communication campus-wide "really drove the need to start looking for a new system that would allow us to communicate our events to our many stakeholders in a clean, consistent, easy-to-manage, unified format," said Jaci.

"Thank goodness we found Trumba," said Charlene.

> **I believe in Trumba a hundred percent,** and I've already recommended it to six different universities."
>
> **LAURA CARIE**
> *Director of University Events and Special Projects*
> Vincennes University

> I recommend Trumba because it is **so easy to set up,** and maintaining it has been a piece of cake."
>
> **CHARLENE MEEKS**
> *Operations Applications Analyst*
> Vincennes University

Solution

Trumba is a web-hosted event calendar platform that allows calendar administrators to embed calendars into any website. The platform offers twenty-one calendar view formats, including classic daily, weekly, monthly, and annual views, as well as modern table, list, and tile views. It also comes with a variety of features, such as advanced editor views of calendar events and registration forms and the ability to create custom fields for events. Additionally, events created in one calendar can appear in multiple calendars, making it easier to manage and promote events across different groups and departments.

Trumba merged all of the university's calendars into the new system in a matter of weeks. Now, individual stakeholders must submit a request to have their event added to the calendar. There are no bottlenecks and no instances of double-booking rooms due to the workflow's simplicity and the flexibility of the underlying database architecture.

"Trumba streamlines everything," says Laura Carie, Director of University Events and Special Projects. "It's much easier to use than our old methods. It's just wonderful."

www.vinu.edu/all-events

RESULTS + BENEFITS

Streamlined Room Booking—In 2022, the university logged more than fifteen hundred room bookings. "That's a big deal here," said Charlene. "We are heavy users, and all of our departments have to be on board. So far, everything has worked out great."

Improved Inter-Departmental Coordination—Every department associated with a room reservation depends on the calendar to plan the work week. "Trumba offers excellent tools like custom fields and digest emails to get our police, facilities, IT, and catering departments all on the same page," said Laura.

Increased Student Engagement—Because students can access the event calendar in multiple locations on the website and add events from the university's calendar to their personal web-based calendars, there has been an uptick in student engagement.

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