

CMS Executive Council Meeting Minutes

Monday, April 25, 2005

8:00 a.m.

PL-2007

Attendees: Lorraine Frost, Bob McGowan, Lydia Ortega, Charlie Tabbut, Bill Takehara, Dale West, Jenny Zorn
Guest: Elizabeth Malmborg, Bob Wilson

Introduction

- Bob Wilson is the new Budget Officer

Readiness Assessment

- The purpose is to assess the Student Administration side to see how ready they are to move forward in implementation and also to help out the project planning process
- Elizabeth asked a series of questions that will help to highlight any concerns or issues in the readiness assessment report
- Question 1: How comfortable are you with the project in terms of answering questions and your role as advocates?
 - Feel good and confident about the project
 - Questioning the timeline
 - Huge step forward for the SA side
 - Backfill is a major concern. We need to figure out a model that will work to include new duties and regular job duties.
 - The campus has had a number of successes with the HR and Finance modules in which confidence was established.
 - We are familiar with the process, it is like we are continuing on with the project rather than starting something new
- Question 2: How will things be communicated to contingencies?
 - Leadership is update about our project constantly
 - The avenue of communications are the CMS list serve, Admin Council, and quarterly CMS open forum
 - This is the first time there will be faculty involvement and it will be interest to see
 - Communications with the students will be via email and ASI
 - There has been a big shift to contingencies wanting to doing the project
 - Portal will be implemented with HR
- Question 3: What areas do you feel are high priority within the SA modules?
 - Registration
 - Financial Aid
 - Admissions
 - Providing faculty with online services
 - Automation and streamlining of services
 - Smooth transitions from one system to the other

- Question 4: Any other concerns or worries?
 - How much PeopleSoft has changed the processes
 - Is the system user friendly
 - How much training we will receive
 - Implement more common processes
 - Getting staff to accept the changes and approach the project with a good attitude
 - Using common practices which should be the best practices
 - Staying in tune with the Chancellor's Office schedule of upgrade and releases
 - It is important to have the faculty perspective in the readiness assessment report. Lloyd Peake will provide us with a broader prospect of how the faculty will respond to the project.
 - An agenda item for May's meeting should be what came out of the HR fitgap

Computer Access Security Process

- The intent of David DeMauro email is to capture those who have SIS+ access that have not submitted a computerized information access form
- An audit will be done on SIS+ users to see who has completed the form. A list of SIS+ and DARS users will be created and cross checked in HR for CIA requirements
- Those who have not completed the CIA form will be sent a memo stating that the form is a requirement

Backfill Options

- Each office has to come up with a plan for backfill
- Backfill money will be given to the department
- Dale and Lydia will meet with to discuss Unit 4 backfill pay options
- A definite plan shall be established by May 16, 2005

ASI Trailer Conversion to CMS Center

- We currently have an offer on the table asking for the ASI triple wide trailer
- We need to keep pursuing our offer to ensure CMS will have space
- The University may purchase the trailers to accommodate the College of Education and we may be included with this accommodation. If so, we need to find if CMS will be taxed
- There are two back up plans: the 5th floor of the library and 2 cubicles in ACS or a subset in the new residence hall.
- A decision needs to be made by October 2005

FS 8.9 Tentative Move to September 2007 – March 2008

- There has been a slide in the Finance 8.9 upgrade
- Prototyping will be in August 2005
- Our upgrade is schedule for September 2007

- Once the end of FS 8.9 is confirmed then Charlie will proceed with budget implications

Minutes Submitted By
Candace Johnson