

CMS Executive Council Meeting Minutes

Monday, May 16, 2005

8:00 a.m.

PL-2007

Attendees: David DeMauro, Lorraine Frost, Bob McGowan, Lydia Ortega, Charlie Tabbut, Bill Takehara, Paul Vicknair, Dale West, Jenny Zorn

Review of SA Overview Sessions

- Three groups attended the sessions: 1) Admissions 2) Records & Academic Affairs 3) Student Finance & Financial Aid
- HRSA 8.0 was shown in the overview sessions
- It was very helpful for the staff to see the screen shots of HRSA 8.0
- Navigation will be much simpler in HRSA 8.9
- One concern that the staff had is data conversion
- The overview sessions were a success; once the project plan is set up the staff will understand their roles in the project
- It should be understood that the Academic Affairs module involves HR

ASI Trailers for CMS SA Team

- The ASI trailer and the Multicultural Center trailer will be needed to accommodate 26 people
- CMS will need the trailers from October 2005 through December 2007
- There are 16 offices and one common area
- The bid for the trailers has been placed with Hamid Azhand
- The College of Education is also looking at the ASI trailers as a classroom for their Health Science Lab class. The class needs access to water for the labs.
- The decision should be made in 2-4 weeks
- The 5th floor of the library has 8 workstations and 4 cubicles in Admin. Computing are being used for the SA team
- It was suggested that CMS should look into the space outside of the conference room on the 4th floor of the library
- One challenge that needs to be looked at is the fact that the Student Union may not be ready in October 2005

Housing for SA Consultants – Apartments

- Housing can accommodate SA consultants at the guest housing rate of \$900.00 per month for a 4 bedroom, 2 bath apartment
- This is cheaper than using local hotels
- The lease will be duration of 20 months

- Lydia will discuss using the student price with a long-term lease with Happy Ciminski-Almoglea

FS 8.4 AR Billing and Asset Management

- The 8.4 project is in Phase 2
- The project is on target for the July go live date
- The year end process is being done concurrently with Phase 2

HCM 8.9 Pilot Project – March 2006

- The project is on schedule for the March 2006 implementation
- Fitgap sessions are complete
- The next step is developing a Module Matrix

CMS Roadmap (New Draft)

- FS 8.9 has been moved to Sept 2007 – March 2008. This upgrade will begin towards the end of SA implementation.
- Data Warehouse for HR 8.9, SA 8.9 and FS 8.9 Production will be done together in December 2008
- Oracle may be creating a path from version 8.9 to Fusion
- One requirement of SCO 21st Century is to have Leave Accounting up and operational. This will be done in Phase 2 of the HR upgraded.
- Starting FY 07-08 the fixed cost for the CMS Project will be \$3 million
- It was suggested that two reports be given at each meeting that shows our progress of completed scope compared to the schedule and the actual cost vs budgeted cost
- Charlie will assemble an overview timeline from now until 2008 for the CMS project. The timeline will show multiple concurrent projects running at the same time.

Dr. Frank Lin's Survey

- Dr. Lin created a research survey to assess an individual's perception of how ERP systems help them with their job duties and is seeking the CMS Executive Committee's help in distributing it.
- The survey is for scholarly research
- Dr. Lin received a \$400.00 mini grant to use for incentives
- This survey will be done online. It was suggested that the survey be made to where a respondent can log on and off until the survey is complete.
- It was suggested that CMS help with the survey but let it be known that the survey is not affiliated with CMS
- It was also suggested that the survey be sent to those that have access to PeopleSoft.
- The survey will be deferred until further discussion with Dr. Lin.

SA Backfill – Functional

- Some people have already moved into position
- Stipends could be used as incentives; full-time based at 10% and half-time based at 5%
- Divisions will be reimbursed on a quarterly basis. It was suggested that each division receive the money at the beginning of the fiscal year.
- Transfer of expenses will be cataloged as backfill money from CMS
- Charlie and department Director's will discuss in kind backfills

SA Backfill – Technical

- Stipends could be given to techs for participation in the project
- Duration of stipends will vary and techs will not be appointed to CMS
- Three techs from Student Affairs will be trained on PeopleSoft
- It will save money to give our people stipends then to bring in someone trained on PeopleSoft
- The model suggested for backfill money is to give the money to the divisions at the beginning of the fiscal year and let the departments distribute the money with the understanding that they will NOT receive anymore money.
- \$63,000 has been budgeted for Faculty Release Time

Big Issues to be Addressed

- Space
- Revisit funding to address overview timeline for projects through 2008
- Bringing Foundation over to PeopleSoft
- Foundation feasibility study
- It was suggested that Milestones and timelines be included as one of the agenda items

*Minutes Submitted By
Candace Johnson*