

CMS Executive Council Meeting
7/25/05
Minutes

Weekly Meetings for Project Coordination

Formalized with consultants and team leads standardized meetings every Thursday in PL 2107 at 1:00pm. Structure to review past week status, concerns, and to plan for the next week's activities. There is also a teleconference meeting with staff from the Chancellor's Office meeting every Thursday at 2pm.

CMS SA Listserves

CMS has two list serves CMS_ SA and CMS_ SA_Tech, HR and Financing. CMS_ SA will expand to the campus; Candace is the owner of the list serve. The list serves will be helpful as we develop the communication plan.

Project Housing Status

The Student Union trailers will not be available for CMS staff except for possible 700 square feet of space. However, more room is needed and housing for twenty people and during peak periods twenty-six people. The minimum number of people is twenty-four. Worst-case scenario might have to rotate people, split between groups and place them in multiple places. Staff play multiple roles it would be ideal to get them all in one place. Records Team-25% of the people is involved, same in Financial Aid. The Student Finance, Admissions group is also a large group. The Records approach is to send fulltime people as much as possible. The 4th floor library has come up as an option but still working on it. For now, the training is being scheduled in classrooms but starting Fall classes will start and classrooms will be more difficult to reserve. Need rooms with computers, wireless connection, and projectors.

Current Activities

A grid was distributed showing the different modules and the grouping of people.

- IO Technical and IO functional
- Admin Services/CMS Technical Staff
- CMS Functional –Fin Aid, Student Financials, Admissions- bringing other people in.
- Campus Community setting up academic structure
- SR- Mary Kathryn, Grace, fulltime
- Data Warehouse-Undefined

The grid shows that Financial Aid, and Student Finance may not have all the members listed that would be needed for the next eighteen to twenty-two months.

By October 2005 the Fit-gap sessions should be completed. Jan/Feb 2006 is when we will get 8.9 and in

CEL sending Lydia Acosta for finance issues, Mark Erickson will attend.

The 8.9 worksheet was distributed.

Portal implementation has started. It will provide self-service for students for example looking up courses, grades, this service should finalize this week. Ravi from IO Consultants is involved with this, Elizabeth has come up with plan and there are four technical and ACM participants from Mike Ross area. The intent –Finance portal, HR portal, Staff Faculty Portal see how it works before it is deployed to students. Any questions about authentication of portal addressed to Javier.

IO Consulting

Readiness Assessment submitted this weekend

Executive Sponsor of Campus –David De Mauro, Lorraine put forth a proposal to be appointed the new Executive Sponsor, the committee was agreeable.

HR Status Report-1st page issue came out with multiple jobs the San Bernardino teams work together spent time and effort to iron out all the concerns. The issues were common to other campus.

8.9 HCM HR Training Strategy Review

April 3rd go live with 8.9 and the impact will be at the end of the Winter Quarter. Some faculty and staff already have experience in PeopleSoft, when the training starts they will be “finger ready”, hopefully it will not a culture shock.

Issues that came up regarding training: the first time that training was set up not all the participants attended the training. With HCM 8.9 training will be required on will begin soon.

The question of the impact on students when SA module comes out was addressed. Start letting students know that there will be a different way to register, redirect, class schedules, bulletin, self service- more intuitive and will guide them better. Will ask sister campuses what strategies they have used to inform students. The staff is more of a concern.

Project Issue Resolution/Decision Making

CMS Executive may need to meet more regularly to avoid issues stacking up.

The green light has been given to the Foundation office integration into PS, goal is to get it started after September. More complex grants and contracts (Tony) still needs to be addressed

Foundation understands the participation of the project.

Thought needs to be given to jobs descriptions after implementation- job roles in place to support the system. Key areas to consider – Dedicate some time reviewing positions, what will it look like implementation wise? And what happens when the consultants leave? Ultimately? Think about job classifications