

## **CMS Executive Council Meeting Minutes**

Monday, August 29, 2005

8:00 a.m.

PL-2007

**Attendees:** David DeMauro, Lorraine Frost, Steve Kish, Bob McGowan, Charlie Tabbut, Jenny Zorn

**Absentees:** Lydia Ortega, Bill Takehara, Paul Vicknair, Dale West

### **Faculty Representative**

- It is critical to have a faculty voice on this committee
- Lorraine Frost will discuss faculty representation with Lloyd Peake

### **Space for Student**

- This issue is still in discussion
- Lorraine Frost and Jenny Zorn met to discuss the availability of the SU trailers
- The middle Student Union trailer may be available to CMS. If so, it was recommend to swap spaces with the California Arts Program. The program will take over the CMS Office on the 5<sup>th</sup> floor of the library and CMS will occupy their space in the trailers.
- CMS has an immediate need for office space that accommodates 5 to 6 people from now until December 2005.
- Charlie will compile a list of who is going where and what furniture needs to be bought or moved.
- Helga Kray will be contacted for the Student Union's move out schedule from the trailers

### **Change Control Form**

- The form will be used as an explanation for spending money, alternative solutions that don't match baseline, and policy changes
- The form should include the description of the work, time, and cost

### **Project Status**

- It was recommend that the executive committee start meeting twice a month beginning January 2005
- HCM is progressing. The 1<sup>st</sup> upgrade pass is complete
- HR is doing data validation
- SA will receive 1<sup>st</sup> instance September 1, 2005
- The Portal team created a demo environment to begin configuration and ordered equipment
- Finance will go live in May 2006 and SA is expected to go live Spring of 2007

### **Portal for Self Service**

- EMPLID will be used as the Network ID and the PeopleSoft Operator ID. Currently working with CSU Eastbay on this project.
- The SA team recommended using mycoyote.csusb.edu as the web address for the portal. This should be included in the CMS update report.

### **IO Consulting**

- Steve met with the consultant team and their number one concern was space. The entire team needs to be together.
- The project is on track
- CMS Central completed the 1<sup>st</sup> upgrade to the pilot campuses.
- CMS Central shall have environments completed by October 21, 2005
- A lot of HR modifications will be redeveloped

### **Open Discussion**

- There is a pending RFP put for Foundation. Work will begin in October and the cutover shall take place July 2006. This information will be included in the CMS update report.
- Lorraine has been appointed as the CMS Executive Sponsor starting September 1, 2005
- It was suggested that the CMS Budget be documented quarterly

Minutes Submitted By  
Candace Johnson