

CMS Executive Council Meeting Minutes

January 31, 2005

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

Access Request Forms

- Access Form distributed and historical perspectives discussed. The Access form and the Confidentiality forms are required by the auditor. David had the executive order wording clarified by the CO. The clarification is that “*employees who have access to confidential systems*” have to submit a confidentiality form. For further clarification, he would like to have the wording changed to “*employees that have direct access to confidential information.*” The determination that needs to be made is if employees and student assistant that do not have access to confidential information have to submit the forms. David proposes that we cut back submission of the form to *employees that have direct access to confidential systems*. He will draft up a recommendation and send out to the committee to evaluate. The student hiring process requires all students to fill out the form when hired. This process may need to be revisited.

HR Pilot Team membership

- Draft listing of employees that will be working on the pilot was distributed. List needs to be reviewed as to which employees are key individuals, which do we backfill for, percentage of time working on the project, appointment letters used, compensation/bonuses consideration, etc. *Action Item:* Review list to see if other individuals need to be identified along with specified time base
- A model needs to be decided on how we will handle the financial move of staff to the project office. A decision is needed for HR Pilot by mid February.
 - Give the funds directly to the divisions based on the tasks. They will have to work with that amount and determine if they will issue stipends/bonuses. Consultants will be involved in assisting with percentage of time needed from staff to calculate the correct dollars needed. 10% will be held back for mid-year corrections.
 - Historically, the project paid stipends to leads, a bonus tied to salary (suggested that it be a flat amount, if considered), and temporary reclassifications to higher positions.

Executive Committee Membership

- Sufficient representation for the committee was evaluated. Bob McGown, AVP of Enrollment Services, was officially recognized as a member. A faculty and student representative will be requested. William A. will contact Zek for a student representative and Jenny will find a faculty representative.
- Committee will receive monthly project status updates by IO Consultants. List of consultants, local and distant, distributed.

- Master project timeline from IO distributed. Ask that completion of items be shown on timeline.
- Lorraine shared a new project plan template from CO. The campus is to provide the CO with progress on milestones to the CO.
- Fit Gap kickoff taking place February 1, 2005.
- We are required to do a readiness assessment.

Budget

- FY 05-06 – Financial plan document distributed. Updated plan showing a savings on Oracle and IVR (voice activation response) costs. Have a “place holder” on possible in-house training with IO, which would be a cost savings. Since we have become a pilot campus, dollars have moved forward (flipped).
- Spacing – Looking at leasing three of the Student Union trailers. Lorraine will be using three ACS cubicles, starting next month, to start the HR pilot. By the end of the year, much more will be needed.
- Staffing requirements – Per CSEA contract, we need to identify permanent funding for two individuals that have been working in the CMS office coming up on their fourth year. David suggested that we review the wording regarding the four year permanent funding. Lorraine will discuss the options with David and Dale.

Oracle/PeopleSoft

- Oracle will continue to support PeopleSoft though version 9 -- through 2013. After 2013, it will be a new product called Fusion which will fuse both products together.

Side Bar

- CO is going out for RFP for a new data center to support CMS.
- Blain Wright, CMS senior director, is out on medial leave for at least the next 30 days. Mike McLean has been appointed acting director at this time. The CO is also in the process of hiring a deputy senior director for this project.
- The CSU new security officer, Janice Lim, will be on campus February 11, 2005.