

CMS Executive Committee Meeting Minutes

February 28, 2005

8:00am – PL2006

Attendees: William Aguilar, David DeMauro, Lorraine Frost, Bob McGowan, Lydia Ortega, Monica Ramirez (absent), Bill Takehara, Paul Vicknair, Dale West, Jenny Zorn
Guest: Elizabeth Malmborg

Welcome

- Introduction of IO consultant, Elizabeth Malmborg.
- Announcement of the new student representative – Monica Ramirez, x-3934.

Project Timeline

- Distributed schedules represent on campus tasks and the staffing requirements to complete the implementation.
- IO will be providing in-house training.
- The team is currently holding weekly HCM 8.9 status meetings with the Chancellor's Office. There is a delay in receiving our baseline products. We hope that we receive it by October. Lorraine talking with the CO to see if there is a possibility of receiving it earlier.
- Elizabeth to clarify "1.5 staffing" on the HCM project milestones listing for August and October.
- Appointment letter issue revisited – the range and bonus approach discussed. With variations of time base schedules, the "range" system might be the more appropriate system. It was previously agreed that backfill dollars will be moved to each division and the divisions are to be responsible for disbursement.
- We will move forward on appointment letters. Lorraine will work with Bill regarding the range levels and the participation in dollars for backfills. They will return to the committee for approval.

Permanent Positions

- The two positions that are required to have permanent funding, per the CSEA contract, have been approved. There are dollars within the project for these positions. Lorraine will identify the proper procedure and move forward with the paperwork.
- William and Lorraine met with Student Affairs to discuss financial aid support. Bob, Lorraine and Bill will work on a proposal to garner additional programming support for these two areas.

Signature Authorization Form

- David is requesting that we put the signature block on the *access form* instead of the *confidentiality form*. This will require only the employee and their manager to sign the *confidentiality form*. The signature block on the *access form* should have the administrative vice president/president's signature block. Lorraine will have

- the form revised per the request. Lorraine will also touch base with Lois regarding the Financial Aid procedure.
- Paul and Lydia will meet to discuss part time faculty requirement to sign the *confidential form*. They will present the results to the committee.
 - The *confidentiality form* states that “training” has been provided. In order to provide training to students, it was recommended that a training module be added to the web for easy access. Lydia, Lois, Dale and Javier will meet to discuss the procedures on implementing this module. It was also recommended that the training program be more global and not just focused on student use.
 - William has accepted the position of vice president in University Advancement; therefore, this is his last meeting with us. He recommended that Lorraine and Lydia take ownership of this meeting.
 - The Chancellor’s Office roadmap document was shared. It was requested that a more general schedule be established so that we can readily see where we are as a campus.