

**CMS Executive Committee Meeting
Monday, August 28, 2006**

Campus Support Plan for Student, Faculty, & Staff Self Service

- Subject matter experts for student services support will need to be involved.
- The plan will address maintenance windows and downtime.
- A plan should be in place by March 2007.
- This plan will better inform the campus of a system's availability.
- In terms of students, downtime will take place everyday, preferably early morning.

Campus Change Control Coordination – Finance, HR, Student Admin

- A form will be developed for change control coordination.
- This way all areas impacted will be aware of the changes.

Training Lab – CMS Project Office

- The lab is complete with 14 stations. 14 flat screens are set up to one server that is located in a different building. The server is maintained by software.
- This is a dedicated training area in the Trailers for all SA modules.

Admissions, Curriculum, Go-Live

- Admissions is scheduled to go live in October 2006.
- The curriculum will go live in November 2006.
- The training schedule will be available in September 2006.

Project Status

- Overall most areas are on target.
- Admissions has made all the decision for go-live and there are no concerns or issues. Reports are being looked at.
- Records is working on data conversion. They are concerned with staffing. Discussions on a security model are currently taken place. There may be a security manager assigned for each area. It was suggested that the number of steps for the CIA form and system access should be simplified or reduced. Discussions on involving the ISO Office in the security process will begin soon.
- Student Finance is concerned with resources and personnel, due to the fact that there is only one person on the team. The transfer of knowledge will begin once the system is in place and being used daily. Documentation and business process guides are also a key to knowledge transfer.
- Financial Aid has had the challenge of getting a group of dedicated people for the project from day one. Two specific resources have been identified as of today. It was suggested that the results of the meeting with Bob McGowan be emailed to the CMS Executive Council Committee. If the consultants make the decisions for Financial Aid, then there will be no knowledge within this office on how to use the system and it will cost to bring in a consultant to configure the system every year.

- Financial Auxiliary currently completing post production support.
- The HR Auxiliary project has begun with a projected January '07 production schedule

Open Discussion

- The model of centralized support is being changed with this project.
- It was suggested that a goal be set to make sure the team is off the last week of December.
- Then next CMS Open Forum is scheduled for September 12, 2006 at 10am. Admission and Curriculum go-live will be addressed along with the Foundation Project. Another Open Forum will be scheduled for early November 2006.
- Lorraine will be attending the Leadership Retreat on September 29th. She will discuss CMS progression and timelines.
- Charlie and Mojdeh received great praise for their support during year-end closing.

Minutes Submitted by
Cardace Johnson