

**CMS Executive Council Meeting**  
**Monday, April 30, 2007**

**SA Implementation**

- Summer registration officially starts today
- All modules are live but not 100%
- Doing data conversion and clean up
- Communication Plan Update (handout)
  - The word about MyCoyote is getting around. Communications include emails and flyers
- MyCoyote Status (handout)
  - This summary shows the number of individuals that accessed MyCoyote.
  - Less than 10% have experienced problems with the system.
  - There is a 48 hour turn around on tickets. Will get more results this week and during fall registration.
- Faculty need to have a confidentiality form on file and complete security training in order to get their rosters and report grades. Activation codes for MyCoyote are available through the help desk.
- Core application training will be available for permission, advising and class schedule
- It was suggested that a post card be sent to the colleges with the faculty's Employ ID. Another suggestion is to use an access mailer.
- The validation that everything with MyCoyote is working right will be after census in the Fall

**Foundation – Requisitions**

- Foundation Faculty requested that staff enter requisitions for them.
- Requisitions will be entered electronically.
- A front end portal for requisitions will be looked into.

**SA Casual Workers**

- There are rules for casual workers and emergency hires for accessing the system
- There is no policy to support to giving access to casual workers
- The decision has been made by the Executive Council to give casual workers and emergency hires access to the system. The manager is responsible of these employees will be responsible.
- Access for employees leaving or switching roles needs to be addressed.
- ISO has added a new position to address security compliance.
- A process is being put in place for terminating access. Security administrators need to be aware of when access is terminated.
- It was suggested that a memo be sent out to managers about the remove access process.

### **KPMG/CMS – Audit Findings**

- The audit standards for CMS have been released
- The president has asked for us to put together a presentation on security of information for Administrative Council.
- The CMS Executive Council agrees that the user access process is adequate.

### **Discussion**

- SA staff has had an enormous turn over due to work load. The staff has done an excellent job on implementation. The staff is very vulnerable right now. Ways to reward the CMS team member is continuously being look at.
- CMS Central is putting pressure on the DARWIN campus to use their version off academic advising. A presentation was given on this and the next step is for the DARWIN campuses to meet and discuss.
- It is suggested that reclassification of positions be considered in terms of implementation/upgrade duties.

Minutes Submitted by  
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