

Meeting Name: GCC-SIS College Implementation Committee	Date: September 18, 2006
Meeting Host(s): Mary Lou Massal & Matt Ashcraft	Note-Taker: Laura Krueger
<p>Attendees: Jim Waugh, Marco Vasquez, Paulette Schnyder, Mary Ann Estopeyan, Ruth Kambic, Crystabelle Lopez, Carol Greenwalt, Ellen Neel, Caron McNicholas, Yolanda Bon, Mary Trudeau-Ames, Kim Olson, Debbie Krumtinger, Matt Ashcraft, Mary Lou Massal, Jeff Glemba</p> <p>Absent: Alberto Sanchez, Brenda Nelson, Connie Labuhn, Charles Jeffery, Connie Sherman, Dawn Meyer, DeeDee Denslow, Dorene Kessler, George Martinez, Justine Bruce, Jim Daugherty, KC Hundere, Mark Edgar, Richard Lang, Sue Murry, Diana Maalouli, Don Scott, James Morris, Regis Della-Calce, Theresa Hilding</p>	

Meeting Summary

1. Project Oversight Group (POG) Update

POG reviewed and discussed backfill proposals at their 9/12/2006 meeting. Various related costs were discussed. No direct decisions were made.

A visit to a Kentucky Community and Tech College is being planned to assess the NSS software in use on that campus. A tentative roster of attendees has been set. A suggestion was made to have someone representing a larger college on the roster.
2. September 5 CIT Manager Meeting Update
 - 2.1. Maricopa Dashboard Report

The District Dashboard Report indicates progress has been made toward getting back on schedule. A major milestone will be reached on 9/28/06 with completion of the upgrade to 8.9. Noted that the vast amount of training will be done with UPK.
 - 2.2. Make-A-Payment/Student Invoice/Payment Plan

No updates since last meeting. Training is scheduled for Oct. 9. An email will be sent inviting departments to attend.

At the last CIT meeting, the CFO/CSO representatives discussed the one-page invoice. GCC indicated they would be willing to “live with” not having a one-page invoice. Other colleges are actively pushing for a one-page invoice. Dr. Green is sharing information about the single page invoice that Grand Rapids is using.

CIT has decided that “term charge” will be used in the make-a-payment.
 - 2.3. Zero Credit Orientation Update

As of the September Curriculum meeting, zero credit orientation is being created to replace NC500. The prefix will be NSO/NSO.
 - 2.4. Shadow Systems and Reporting Meeting Scheduled 9/29

A district-wide meeting is scheduled for Sept 29. A district wide effort is been made to indicate how data feeds and how the “world will be” with shadowing systems. Theresa Hilding, Kim Olson, Matt Ashcraft and Jim Waugh will be attending the 9/29 meeting.
 - 2.5. Business Objects Enterprise

Web Intelligence has been purchased to generate Crystal Reports

2.6. Communication Plan Approved
Communication Plan has been approved by CIT.

3. GCC CIT Discussion and Planning Items

3.1. GCC Dashboard Report

In reviewing the GCC dashboard, the report indicates we are slightly behind schedule. Reports are being updated every two weeks. Currently Shadow Systems and Operations need to have strategies updated.

3.2. GCC Project Planning Reminder and Q & A

Reminder to update the Project Plan for each area. The Plan is a detailed "to do" list. The plan should indicate task lists and timelines. Suggestion was made to add Post implementation to the plan. Send information (via email) to Matt A. and Jim W. for tasks that need to be added after go-live dates. Add tasks/timelines to the plan that are meaningful to the team. If you have questions about what should be added to the plan, contact Matt or Mary Lou. For questions about the tool itself, contact Jim W. Reminder to pay attention to the start dates and update with percentage of project complete.

3.3. Common Business Processes Reminder

Common business processes are due September 22.

3.4. Budget Requests

Requests are being made for OYO for 2007 and also for 2008 to support the project. Other requests are being made for backfill positions and additional computers and monitors for Financial Aid and the A&R self-service areas.

4. UPK Demo

Deb Krumtinger shared a demo on UPK (User Productivity Kit) that will be used in training for the new student system. UPK has various levels of training, "See It", "Try It", "Know It" and "Do It". Screen prints can be made from the kit and saved in an MSWord document. UPK is still in the development stages with no timeline to complete at this point. Use of UPK will mean less time & materials needed for the development of training materials. All will have full access, except students. A question was raised if there will be a component to indicate someone has gone through the UPK training process.

5. Team Updates and Discussion

- Financial Aid will be having a demo of the SIF self-serve.
- Data cleansing was completed on 9/14/06. Refresh will happen this week.

6. Next Steps

Meeting was moved to HT1-Teleconference Room to view a motivational film and enjoy some snacks!

Next meeting scheduled for Monday, October 16 at 2:00 PM in A-123.

Assignments

Task	Assigned to	Due date	Completed
Data Cleansing group of reports	Paulette	June 22	July 13
Informing/reminding non-credit group to build classes in Legacy and link to SIS	Mary Trudeau-Ames	July 20	Completed
End-to-End Demo Attendance at EMC	Various	June 27	June 27
R25 Training	Jeff Glemba		
Development of Project Management Tool	Matt Ashcraft/Jim Waugh	August 28	8/28/2006
Development of R25 User/Training Guide	Jeff Glemba & Sue T.		
Development of R25 Web viewer	Jeff Glemba & Connie Greenwell		
Develop and publish SIS Fall Update for Convocation	Mary Lou Massal	August	Complete
Request for Web Assistance support for R25	Mary Lou Massal		
Update Meeting Schedule for 2006-07 and enter on Oracle Calendars	Laura Krueger	ASAP	July 13, 2006
Develop Communication Plan, compiling suggestions from Committee members	Mary Lou Massal & Matt Ashcraft		Complete
Identify GCC IT representative for the District Operational Team	Matt Ashcraft & Mary Lou Massal	October 2006	October 12, 2006
Assemble Team to plan & implement an End-to-End Demo for GCC	Deb Krumtinger	October 2006	
Update Oracle Calendars with new meeting time and addition of August 28 meeting	Laura Krueger	July 20	Complete
Review Communication Plan and send input to Mary Lou and Matt	Everyone	ongoing	Complete
Develop Resource Needs Plan with input from the committee members	Mary Lou and Matt	July	7/30/2006
Develop initial Project Plan using the GCC Project Planning Tool	Team Leads	Sept 25	

Reference Documents (include location)

Documents distributed include:

Meeting Summary from August 28, 2006 GCC-SIS CIT

September 11, 2006 General Meeting Agenda Attachment re: Zero Credit Student Orientation Course