

Meeting Name: GCC-SIS College Implementation Committee	Date: October 16, 2006
Meeting Host(s): Mary Lou Massal & Matt Ashcraft	Note-Taker: Laura Krueger
<p>Attendees: Charles Jeffrey, Brenda Nelson, Mary Ann Estopeyan, Caron McNicholas, Ellen Neel, Crystabelle Lopez, Carol Greenwalt, Theresa Hilding, Marco Vasquez, Ruth Kambic, Don Scott, Jeff Glemba, Mary Trudeau-Ames, Jim Waugh, Kim Olson, Diana Maalouli, Regis Della-Calce, James Morris</p> <p>Absent: Alberto Sanchez, Connie Labuhn, Connie Sherman, Deb Krumtinger, Dawn Meyer, DeeDee Denslow, Dorene Kessler, George Martinez, Justin Bruce, Jim Daugherty, KC Hundere, Mark Edgar, Paulette Schnyder, Richard Lang, Sue Murry, Yolanda Bon</p>	
Meeting Summary	
<ol style="list-style-type: none"> 1. Project Oversight Group (POG) Update No report. Last meeting of POG was on September 16. 2. October 3 CIT Manager Meeting Update <ol style="list-style-type: none"> 2.1. Maricopa Dashboard Report As of data reported by October 2nd, the district is on target. The first pass update has been mostly completed. A few minor tasks are lingering. The next major milestone will be March 19, 2007. 2.2. Shadow Systems/Reporting Meeting Kim, Theresa and Jim attended a district-wide meeting on September 29. Most of the discussion was about reporting. There was also a lot of review to bring everyone up to date. Question was asked about whether the college data storage will have all the elements needed to run reports currently being used. 2.3. Common Business Processes Proposal Mary Lou distributed a draft for discussion only of the Common Business Practices Process Outline. District is attempting to streamline common business practices so all students will have the same experiences at the all the colleges. 2.4. Go Live Schedule Discussed the draft schedule, noting plans are to have Legacy go down at 5:00 PM on October 4 and will be brought back up on October 9th by 9:00 AM. If go-live fails by Oct 9th, the latest date could be Oct. 15th as the date Legacy will be restored. During the "down time", the system will be in view only mode. More discussion will be occurring about the down time, looking at all areas that will be impacted. Question was asked, "What if one college is not ready, will all colleges not be able to go-live?" 2.5. Resource Request POG is currently reviewing requests from all colleges. There will probably not be enough funding to fill all requests. POG has asked that each college look internally first, looking for resources within that can be tapped. Everyone should look for someone within GCC that would be able to step into your position to cover your everyday work while you are working on NSS. Look at when the non-peak times are. If there is funding what could be done? If no funding, how will the work get done? 	

- 2.6. Request for 3 people per college to help test
GCC will be looking for three people who are cross functional in areas to go to the district for testing of the system. If you have suggestions of names, contact Mary Lou and/or Matt.
- 2.7. Training documents
The training documents are about 90% complete with UPK.
3. GCC CIT Discussion and Planning Items
 - 3.1. GCC Dashboard Report
As per the dashboard report, GCC is a little behind. The dashboard report is shared at the CIT meetings. It is being looked at to make sure each college is on task. Team leads were directed to ensure they are updating their project plan.
 - 3.2. GCC Project Plan
Matt shared the list of tasks which should have been completed but are at less than 10% complete. Team leads are asked to look at the due dates and finish dates. Make note of the percentage of the task complete even if the task is not fully completed. Each area's plan is merged into the GCC Master Project Plan. Data from the Master Plan is used to create the dashboard report.
 - 3.3. End-to-End Demo
The demo was projected to take place by November 20. The date is being renegotiated to have the demo during the Spring semester. The functional trainers will be involved in the demo. The team will be pulled together to discuss a target date. The college at large will be invited to attend, thus having the demo be part of the publicity surrounding the NSS.
 - 3.4. November 16 Student Involvement-SPAT Tool
The SPAT Tool will be tested by students on November 16. Donna White will assist in identifying the students who will participate in the test.
 - 3.5. Faculty Team
Steve Williams will be heading up the Faculty Team. The team will include Bob Albury, Connie LaBuhn, Doug DeSanti, Michael Holtfrerich and Jim Daugherty. This team will be key in helping bring faculty on board.
4. Team Updates and Discussions
 - 4.1. Admissions – no update
 - 4.2. Recruitment
Are currently in the planning stages. Are trying to beef up the staff so they will be ready
 - 4.3. Academic Advisement
Most of the degree programs have been set up, but not tested. There will be degree audit programs available. Question is how students will know about them.
 - 4.4. Class Schedule – No update

4.5. Communication

The start and stop dates have been identified. Items have been sent for the next *Gaucho Gazette* issue. Committee is looking at what should be included in the Convocation newsletter.

4.6. Data Cleansing

The student reports are shrinking but there is still data that needs to be cleansed.

4.7. Faculty

The team has been established. Team is working on a detailed project plan.

4.8. Financial Aid – No report.

Council meeting later in the week.

4.9. Help Desk Employee – no report

4.10 Help Desk Student

Still catching up on what role the student help desk will have in this process. The student help desk is currently doing triage. They are working on the GCC FAQ's – who is the primary contact? List. Current question is "who will be the front line help for students?"

4.11 Human Resources

Regarding the downtime in October 2007, most of the "combat operations" for HR will be over. If the system will be down for a week, it will extend out the first pay for any new employees. HR has not been contacted as of yet about cleansing for instructor reports. Karen sent out memo's regarding the Enterprise ID. Everyone is going to need the ID for the Time & Labor System being implemented.

4.12 Non Credit

Debbie Lain is attending the Non-Credit meetings. Question was asked as to how the self-serve will impact non-credit.

4.13 Operations

Richard Lang will be spending 60% of his time heading up the operations at GCC.

4.14 Reports

The Faculty Employee History Report is done. Crystal/Business objects reports will be able to run when needed. All areas should make sure the reports they need are on the list. Work with Kim to make sure reports are on the lists.

4.15 Resource 25

Jeff Glemba & Julie Smith have identified several facility mapping problems. Some of the mapping is not coming across. The report is not equivalent in the 8.9 version. Some data cleansing is taking place. Currently are training users.

4.16 Security

Team will be meeting soon. Anything done now will not roll over into 8.9. If anyone needs access to 8.9/EASIS, contact Paulette or Diana

4.17 Student Financials

At the last CCO meeting, business processes were agreed upon. There is no link between the General Ledger and Student Financials yet. Students who make a partial payment will still be purged. A warning will appear on the screen when students make a partial payment. Changes need to be made in the business process to reflect self-serve for the payment plan.

4.18 Student Records

Business processes are being reviewed.

4.19 Training – no report

Next meeting scheduled for Monday, November 20 at 2:00 PM in A-123.

Assignments

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

Task	Assigned to	Due date	Completed
Develop Resource Needs Plan with input from the committee members	Mary Lou and Matt	July 30, 2006	Complete

Reference Documents (include location)

Documents distributed include:

- Meeting Summary from September 18, 2006 GCC-SIS CIT
- GCC-Tasks which should have been completed but are less than 10% complete
- Maricopa-SA Implementation Project – 9/28th Milestones-Exceptions
- DRAFT-SIS Implementation Planning Activities
- GCC Administrative Group Meeting-New Student Information System Update
- DRAFT for Discussion Only – Common Business Practices Process Outline Revised 10/2/2006