



# **CAR Reporting May 2019 Updates**

Updated May 28, 2019

# Ongoing Projects

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**Project Name: Momentum Year – Graduation Coaches**

Prepared By: Julie Page

Status: On Hold

Accomplishments This Month

Plans For Next Month

- Exploring Advising strategy

**Project Name: Intentional Pathways for Students**

Prepared By: Pam Cole

Status: In Progress

Accomplishments This Month

- During spring 2019, all undergraduate programs conducted self-audits on the ways in which they were in alignment with BOR policy, particularly the use of General Education courses.
- These audits led to common themes across programs regarding how General Education was being used and how it needs to be revised.
- New focus areas have been drafted since the audits that align with BOR policy.

Plans For Next Month

- In May, meetings will be held with the Deans and advisors to solicit feedback on the focus areas. Focus areas should be finalized by fall.

**Project Name: Review of Scheduling Process/Systems**

Prepared by: Rifka Mayani, Jim Herbert

Date Prepared: April 4, 2019

Status: In Progress

Accomplishments This Month

- Demo of CollegeNet 25Live scheduled for June 4<sup>th</sup>
- Demo of Infosilem scheduled for June 20<sup>th</sup>
- EMS (Improving the user experience) – A focus this month on cleanup of Features and Room Types to utilize terminology which makes sense to end users and eliminate legacy data
- EMS (Improved usage through expanded access) – Identified key departments for expanded access. Final changes awaiting approval from EMS steering committee

Plans for Next Month

- Finalize priorities, project plans and timelines from EMS health check after completing initial clean up and expanded access
- Discussion of scheduling solution vendor demos and decision on next steps

**Project Name: Intranet/Other Internal Communications Tools**

Prepared By: Alice Wheelwright

Date Prepared: May 16, 2019

Status: Planning / On Track

Accomplishments This Month

- Evaluating different internal communications tools across audiences. Finalized internal communications plan and gained input from Provost Schwaig.
- Working to improve campus-wide notify send guidelines to help minimize the number of mass emails. For example, we've worked with UITS to establish a new mailing list to limit approval reminders for biweekly employees and managers.
- Improved new content approval system for OwlTV, the campus digital signage network.

Plans For Next Month

- Further improve OwlTV and I-75 sign content monitoring and management with new hire of Digital Content Specialist.
- Present university internal communications plan to President.

**Project Name: Year-Long Calendar of Interaction**

Prepared By: Alice Wheelwright

Date Prepared: May 16, 2019

Status: Planning / On Track

Accomplishments This Month

- Internal Communications plan is complete.
- Met with UITS and software vendors to review calendar and event scheduling software solutions.

Plans For Next Month

- Present Internal Communications plan to President.
- With UITS, finalize recommendations for potential replacements for the University’s event scheduling and master calendar systems.

**Project Name: Marietta Parking Lot Addition**

Prepared By: Lee White

Date Prepared: May 6, 2019

Status: On Track

Accomplishments This Month

- Erosion Control measures installed
- Storm drain work
- Removing top soil and back filling
- Extending working days and times

Plans For Next Month

- Surveying for underground structures
- Installing fiber optic and coaxial cable

**Project Name: Marietta Student Center Renovation**

Prepared By: Gloria Laureano

Date Prepared: May 6, 2019

Status: In Progress

Accomplishments This Month

- None to report

Plans For Next Month

- 10-Year Report still in progress

**Project Name: KSU Budget Review Process**

Prepared By: Jamie Fernandes

Date Prepared: May 7, 2019

Status: On Track

Accomplishments This Month

- Completed 2 SAS training sessions with 52 participants
- Completed 4 New Manager Onboarding sessions for budget with 138 participants since the beginning of the program.

Plans For Next Month

- 2 additional SAS training sessions in May (May 9 and 17). These sessions will train an additional 48 participants
- 1 additional SAS training session in June (June 14). This training session will train an additional 30 participants
- Update the website with FY20 budget information after BOR approval (late May)
- Position Management focus group to meet in May. This group is reviewing current position management reports in SAS and making recommendations to enhance reporting and analysis

**Project Name: Class and Comp Equity Study**

Prepared By: Karen McDonnell

Date Prepared: April 15, 2019

Status: On Hold

Accomplishments This Month

Plans For Next Month

**Project Name: Department-Specific Onboarding**

Prepared By: Karen McDonnell

Date Prepared: April 15, 2019

Status: In Process

Accomplishments This Month

- No Update

Plans For Next Month

**Project Name: Employee Engagement**

Prepared By: Karen McDonnell

Date Prepared: April 15, 2019

Status: In Process

Accomplishments This Month

- No Update

Plans For Next Month

**Project Name: Housing WiFi for Marietta and Kennesaw Campuses**

Prepared By: Davide Gaetano, Jim Herbert

Date Prepared: April 2, 2019

Status: Phase 1 – Complete, Phase 2 – On track

Accomplishments This Month

- Working with business units to finalize contract.

Plans for Next Month

- Working with vendor to plan implementation and perform preliminary work.

**Project Name: Business Process Automation – BPA Solution**

Prepared By: Rifka Mayani and Jim Herbert

Date Prepared: May 14, 2019

Status: On Track

Accomplishments This Month

- Met with Business Process Automation stakeholders on May 13th to review outcomes of demos and determine next steps
- Special Project for Door Access Control: Project went live on April 30th.

Plans for Next Month

- Pursuing purchasing avenues and quotes for Ellucian Workflow (Business Process Automation) solution pilot

**Project Name: Updated Policy Manual**

Prepared By: Donna Bertrand

Date Prepared: May 14, 2019

Status: On Track

**Accomplishments This Month**

- Purchasing Manual update completed and is being reviewed by Legal. It will be updated on the website and distributed to the procurement team on May 15th.

**Plans For Next Month**

- During the latter part of May and the month of June, the volume of requisitions increases significantly. Procurement is focused on completing all purchases before the end of the fiscal year.

**Project Name: Training for Procurement Staff**

Prepared By: Donna Bertrand

Date Prepared: May 14, 2019

Status: On Track

**Accomplishments This Month**

- The Assistant Director of Procurement continues weekly training sessions with the Purchasing team. The Director of Procurement and the Associate Controller for Accounting Operations attended one of the sessions this month to discuss streamlining processes and customer service. Discussions included Purchasing Agents looking at other options other than quotes to justify pricing of purchases between \$10,000 and \$24,999, ways to do market research to determine price reasonableness, and documenting sole source purchases. In other sessions the following topics were covered:
  - How to review contracts
  - Updating database with current information
  - How to utilize Docusign
  - Year End Processes for requisitions and purchase orders
- P-Card Administration has begun Instructor led classes to assist with annual p-card re-certifications for cardholders and approvers.

**Plans For Next Month**

- The Associate Controller will schedule bi-weekly meetings beginning in late July, after fiscal year end, to review the updated Purchasing Manual with the entire procurement unit.
- Continue the weekly training sessions for Procurement staff.
- Additional trainings for procurement staff will be placed on hold until Fiscal Services has completed all FY 19 year-end activities to close the accounting records.

**Project Name: Process Improvement Plan**

Prepared By: Donna Bertrand

Date Prepared: May 14, 2019

Status: On Track

Accomplishments This Month

- CUL Training for New Managers – Thursday, April 18, 2019.
- Published Service Level Agreements (SLA) for April 2019. All SLAs were within approved timeframes, with the exception of 2 purchasing emails.
- On April 19th, Procurement met with the College of Science and Math to explain our processes to assist with better customer service.

**Project Name: Concur – Live Training**

Prepared By: Sandy Cagliani

Date Prepared: May 14, 2019

Status: On Track

Accomplishments This Month

- CUL Training for New Managers: Thursday, April 11th
- Drop-In Trainings Sessions Offered – Kennesaw and Marietta April 16, 2019
- Departmental meeting with Coles College April 23, 2019
- Department training with UITS April 25, 2019

Plans for Next Month

- Drop-In Training Sessions offered on May 21,2019 in Kennesaw and Marietta
- Department training with Counseling and Psychological Services on May 29, 2019



**Project Name: Concur – Online Training and Assistance**

**Prepared By:** Sandy Cagliani

**Date Prepared:** May 14, 2019

Status: On Track

Accomplishments This Month

- Infrequent travelers continue to receive notifications and tips before and after travel. Feedback has been very positive.

Plans for Next Month

The following processes continues:

- Reorganization and consolidation of How-To Guides on the Travel website based on local, domestic or international travel. (In progress.)
- Addition to the website of section for non-employee travel to include students, interview candidates and guest lecturers. (Content creation in progress.)
- Publish short training videos specific to Kennesaw State University travelers by topic to answer questions on the top five challenges, such as creating the travel request, air travel booking, or car rental cost comparisons with online views of Concur navigation.
- Additional outreach will continue to schedule departmental meetings.

**Project Name: Concur – Next Gen**

**Prepared By:** Sandy Cagliani

**Date Prepared:** May 14, 2019

Status: On Hold

Accomplishments This Month

- Completed cost/benefit analysis of Concur and PeopleSoft Travel and Expense module to share with the CAR committee.

Plans for Next Month

- Present analysis to the CAR committee.

**Project Name: Policy – Electronic Document Control**

Prepared By: Jacqueline Quiroga

Date Prepared: May 16, 2019

Status: On Track

Accomplishments This Month

- Work to build pages continues

Plans For Next Month

- Web Team and Director of Policy will continue work on building web pages and migrating content from old policy page

**Project Name: Policy – Training Materials**

Prepared By: Jacqueline Quiroga

Date Prepared: April 4, 2019

Status: Delayed

Plans For Next Month

- Pending launch of PolicyTech

**Project Name: Policy – Communication Plans**

Prepared By: Jacqueline Quiroga

Date Prepared: April 4, 2019

Status: Delayed

Accomplishments This Month

Plans For Next Month

**Project Name: KSU Brand Refresh**

Prepared By: Alice Wheelwright

Date Prepared: May 16, 2019

Status: On Track

Accomplishments This Month

- All new logo versions (master brand, brand extensions and sub-brands) are available.
- KSU Story and new Mission, Vision and Values statements are approved by Cabinet.
- Color palette finalized. KSU color naming underway.
- Creative campaign concepting work underway.
- Media planning and PO placed for internal and external brand rollout completed.

Plans For Next Month

- Finalize plan for new brand rollout from now through August.
- Continue build out of brand positioning and architecture.
- Continue creative elements development.

# Completed Projects

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CAR Lead: Alice Wheelwright

**Project Name: One Community Council Meetings**

Prepared By: Alice Wheelwright

Status: **Complete**

CAR Leads: Jeff Delaney, Alice Wheelwright

**Project Name: KSU Today (formerly KSU Inform 2.0)**

Prepared By: Alice Wheelwright

Status: **Complete**

CAR Lead: Gloria Laureano

**Project Name: Marietta Campus Life Space**

Prepared By: Gloria Laureano

Status: **Complete**

**Measures of Success for Outdoor seating:** Additional informal gathering space available for students near the Wilson Student Center, and with carpet project completed, the “living room” of the campus in the Wilson Center makes it more of a welcoming space where students can gather and engage in conversation or just study.

**Project Name: Marietta Rec. Opportunities and Facilities**

Prepared By: Gloria Laureano

Status: **Complete**

**Measures of success for open field:** Programming has been planned for and will be in full use during spring 2019.

**Project Name: Marietta Rec. Opportunities/Facilities – Feasibility**

Prepared By: Gloria Laureano

Status: **Complete**

CAR Lead: Karen McDonnell

**Project Name: Class and Comp Structure**

Prepared By: Karen McDonnell

Status: **Complete**

**Project Name: Compensation Policy**

Prepared By: Karen McDonnell

Status: **Complete**

**Project Name: HR Academy**

**Estimated Cost: \$22,000**

Prepared By: Karen McDonnell

Status: **Complete**

**Project Name: New Manager Training**

Prepared By: Karen McDonnell

Status: **Complete**

CAR Lead: Jeff Delaney

**Project Name: Transform Electronic Workflow**

Prepared By: Rifka Mayani

Status: **Cancelled**

**Project Name: DocuSign Electronic Signature**

**Estimated Cost: \$70,000**

Prepared By: Rifka Mayani

Status: **Complete**

**Project Name: Strategic/Prioritized Hiring**

**Estimated Cost: \$80,000**

Prepared By: Karen McDonnell

Status: **Complete**

CAR Lead: Bob Mattox

**Project Name: Adult and Commuter Tracking System**

**Estimated Cost: \$500**

Prepared By: Bob Mattox

Status: **Complete**

CAR Lead: Bob Mattox

**Project Name: Co-Curricular Credentialing Model**

**Estimated Cost: \$16,000**

Prepared By: Bob Mattox

Status: **Complete**

**Project Name: Assessment of Career Planning Offerings for Grad Students**

Prepared By: Ana Baida

Status: **Complete**

**Project Name: Launching PeopleGrove Mentorship Platform**

Prepared By: Jyll Kafer

Status: **Complete**

**Measures of Success:**

- Post Launch registered Alumni Users to-date - 630
- Student users to date- 568