KENNESAW STATE UNIVERSITY

CAR Reporting
June 2019
Updates

Updated June 28, 2019

Ongoing Projects

CAR Lead: Julie Page

Project Name: Momentum Year – Graduation Coaches

Prepared By: Lynn Disbrow

Status: On Hold

Accomplishments This Month

- Graduation Coaches discussed with Provost in Spring 2019.
- Two graduation coaches were hired in University College outside of funding requested in the proposal, as at risk student population served in University College programs is growing quickly.
- Further discussions for increases in graduation coaching underway with the Provost.

Plans For Next Month

- Exploring Advising strategy

Project Name: Intentional Pathways for Students

Prepared By: Lynn Disbrow

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.
- Fall 2019 new undecided students moved into Focus Areas during orientation

Plans For Next Month

- Website developed to provide information on Focus Areas
- Fall 2020 application updated with Focus Areas

CAR Lead: Ron Matson & Jeff Delaney

Project Name: Review of Scheduling Process/Systems

Prepared by: Rifka Mayani, Jim Herbert   Date Prepared: June 17, 2019

Status: In Progress

Accomplishments This Month

- Demo of CollegeNet 25Live completed
- Demo of Infosilem scheduled for June 20th
- EMS (Improving the User Experience) - Continued clean up with a focus on Event Types
- EMS (Improved Usage Through Expanded Access) – Expanded EMS access provided to key leaders for the Kennesaw and Marietta student center, along with University Events, after receiving approval from the EMS steering committee
- Advised by CAR leadership to maintain focus on clean-up tasks from the EMS health check until further direction

Plans for Next Month

- Discussions of scheduling solution vendor demos and decision on next steps
- Continue to prioritize and address clean-up tasks from the EMS health check

Project Name: Intranet/Other Internal Communications Tools

Prepared By: Alice Wheelwright   Date Prepared: June, 2019

Status: Planning / On Track

Accomplishments This Month

- In final interviewing stage for new Digital Content Specialist in order to further improve OwlTV and I-75 sign content monitoring and management.
- Reviewed internal communication plan recommendations with Provost and President's Chief of Staff for input.

Plans For Next Month

- On-board new hire of Digital Content Specialist.
- Present university internal communications plan to President on June 19.

Project Name: Year-Long Calendar of Interaction

Prepared By: Alice Wheelwright   Date Prepared: June, 2019

Status: Planning / On Track

Accomplishments This Month

- Internal Communications plan completed.
- Met with UITS and software vendors to review calendar and event scheduling software solutions. Have determined recommendation to review with President.

Plans For Next Month

- Present Internal Communications plan to President on June 19.
- With UITS, finalize recommendations for potential replacements for the University's event scheduling and master calendar systems and present to President on June 19.

CAR Lead: Lesley Netter-Snowden

Project Name: Marietta Parking Lot Addition

Prepared By: Lee White   Date Prepared: June 11, 2019

Status: On Track

Accomplishments This Month
- Erosion control measures ongoing
- Completed corrugated pipe installation
- Compaction testing ongoing
- Retention pond backfill

Plans For Next Month

- Pouring concrete for curb and gutter
- Installation of irrigation sleeves
- Installation of underground electrical

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

CAR Lead: Julie Page

Project Name: KSU Budget Review Process

Prepared By: Julie Peterson   Date Prepared: June 14, 2019

Status: On Track

Accomplishments This Month

- Completed 2 SAS training sessions with 30 participants each (June 7 and June 14)
- Completed 4 New Manager Onboarding sessions for budget with 138 participants since the beginning of the program.
- The website has been updated with FY20 budget data, including charts, trends, and a report showing budget by division/fund.
- After making report changes recommended by the Position Management focus group, Ken Bridges has been communicating with group members individually, including Academic Affairs and Campus Services, to help design reports to meet their individual needs.

Plans For Next Month

- 2 additional SAS training sessions in June and July (June 26 and July 9). These sessions will train an additional 41 participants
- This will bring total of 173 users across campus who have received (or will receive) SAS training since the implementation of the program in March. Training has received widespread positive feedback.
- Position Management – working on specifications for updated position management and budget prep reports that will provide additional analytical tools for exception and variance reporting than what's available with the current reports. Expect to have them ready by end of July.

Project Name: Class and Comp Equity Study

Prepared By: Karen McDonnell   Date Prepared: June 18, 2019

Status: On Hold

Accomplishments This Month

Plans For Next Month

Project Name: Department-Specific Onboarding

Prepared By: Karen McDonnell   Date Prepared: June 18, 2019

Status: In Process

Accomplishments This Month

- Work Streams identified

Plans For Next Month

- Sub groups working on the 4 identified work streams will begin meeting.
- Charters, time line and scope will be addressed and posted.

CAR Lead: Karen McDonnel & Brenda Stopher

Project Name: Employee Engagement

Prepared By: Karen McDonnell   Date Prepared: June 18, 2019

Status: Delayed

Accomplishments This Month

- Analysis of data received in Employee Focus Groups
- Reviewed with leadership and identified potential workgroups
- Summary will be sent to participating focus group attendees so they can volunteer for a work team.

Plans For Next Month

- Subcommittees to begin meeting to propose action plans

CAR Lead: Jeff Delaney

Project Name: Housing WiFi for Marietta and Kennesaw Campuses

Prepared By: Davide Gaetano, Jim Herbert   Date Prepared: June 13, 2019

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

Accomplishments This Month

- Contract was finalized with Apogee.
- Performed initial site walk of all housing data closets with vendor.

Plans for Next Month

- Vendor will present implementation plan for review and discussion.
- Housing and UITS will transition into support mode for vendor during their implementation.

Project Name: Business Process Automation – BPA Solution

Prepared By: Rifka Mayani and Jim Herbert   Date Prepared: June 13, 2019

Status: In Progress

Accomplishments This Month

- Solution purchased

Plans for Next Month

- Kickoff meeting with vendor to determine next steps for implementation

CAR Lead: Jackie Quiroga

Project Name: Updated Policy Manual

Prepared By: Catherin Ice   Date Prepared: June 13, 2019

Status: On Track

Accomplishments This Month

Plans For Next Month

- Will begin bi-weekly trainings in July (after year-end) on the KSU Purchasing Manual.

Project Name: Training for Procurement Staff

Prepared By: Catherine Ice   Date Prepared: June 13, 2019

Status: On Track

Accomplishments This Month

- Staff meetings covered processing one-time purchases and due diligence requirements.

Plans For Next Month

- No plans for training for the remainder of the month being year-end.
- Will begin bi-weekly trainings in July on the KSU Purchasing Manual.
- Meeting is being scheduled to share the results of the Focus Groups with Procurement staff.

Project Name: Process Improvement Plan

Prepared By: Donna Bertrand   Date Prepared: June, 2019

Status: On Track

Accomplishments This Month

- Processing actions per SLA's, due to extra hours worked by the purchasing agents and the help of temporary staffing.
- Website updates are ongoing.

Plans For Next Month

- Fiscal Year End processing and closing of purchase orders and contracts.

Project Name: Concur – Live Training

Prepared By: Sandy Cagliani   Date Prepared: June 13, 2019

Status: On Track

Accomplishments This Month

- Live trainings have been rescheduled due to increased volume in travel requests, cash advances and reimbursements.
- Drop-In Trainings Sessions Offered – Kennesaw and Marietta May 21, 2019
- Approver training for new UITS Approvers – June 4, 2019

Plans for Next Month

- Drop-In Training Sessions resume July 23, 2019 in Kennesaw and Marietta
- Department training with Counseling and Psychological Services rescheduled for June 20, 2019
- Scheduled Travel Training for New Faculty Orientation – August 13, 2019

Project Name: Concur – Online Training and Assistance

Prepared By: Sandy Cagliani   Date Prepared: June 13, 2019

Status: On Track

Accomplishments This Month

- Infrequent travelers continue to receive notifications and tips before and after travel. Feedback has been very positive. Copy of the notifications are attached.

Plans for Next Month

The following processes have been suspended until July so that we process fiscal year-end actions. We plan to resume the following in July:

- 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 (5) 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.
- Added FAQ's to the website: https://fiscalservices.kennesaw.edu/travel/faqs/
- Rewrote our how guides and added a video for the travel request:

    https://fiscalservices.kennesaw.edu/travel/training/how-to-guides.php

Project Name: Concur – Next Gen

Prepared By: Sandy Cagliani   Date Prepared: June 13, 2019

Status: On Hold

Accomplishments This Month

- Cost/benefit analysis of Concur and PeopleSoft Travel and Expense being presented in CAR meeting

Plans for Next Month

- Presentation of information to CAR Committee June 20, 2019

CAR Lead: Jackie Quiroga

Project Name: Policy – Electronic Document Control

Prepared By: Jacqueline Quiroga   Date Prepared: June 17, 2019

Status: On Track

Accomplishments This Month

- Draft web site developed.
- Policies imported into system

Plans For Next Month

- Web Team and Director of Policy will continue work towards summer soft launch.
- Go live is scheduled for August, 2019.

Project Name: Policy – Training Materials

Prepared By: Jacqueline Quiroga   Date Prepared: April 4, 2019

Status: Delayed

Plans For Next Month

- Pending launch of PolicyTech

CAR Lead: Jackie Quiroga & Alice Wheelwright

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: June, 2019

Status: On Track.

Accomplishments This Month

- All new logo versions (master brand, brand extentions and sub-brands) are available.
- KSU Story and new Mission, Vision and Values statements are approved by leadership.
- Color palette names finalized.
- New creative campaign approved by Cabinet.
- Digital media partners kick off meeting held to jump start planning and execution.
- Brand pillars developed, finalized and approved by leadership.

Plans For Next Month

- Finalize plan for new brand rollout from now through August.
- Continue build out of brand positioning and architecture.
- Continue development of all creative elements for official launch August 19 (first day of school).
- Build out all training assets for August 8 training of One Community Council (all marketing and communications associates across campus).

Completed Projects

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

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

Prepared By: Rifka Mayani

Status: **Complete**

Project Name: Strategic/Prioritized Hiring

Prepared By: Karen McDonnell

Status: **Complete**

CAR Lead: Bob Mattox

Project Name: Adult and Commuter Tracking System

Prepared By: Bob Mattox

Status: **Complete**

CAR Lead: Bob Mattox

Project Name: Co-Curricular Credentialing Model

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

Project Name: KSU Purchasing Manual

Prepared By: **Catherine Ice**

Status: Complete

https://fiscalservices.kennesaw.edu/procurement/KSU%20Purchasing%20Manual%205-24-19.pdf

Completed Procurement Projects

- Procure to Pay Matrix:
  https://fiscalservices.kennesaw.edu/procurement/docs/Procure_to_Pay_Matrix.pdf
- Procurement Process Flowcharts:
- https://fiscalservices.kennesaw.edu/procurement/business-with-ksu.php
- University Contract Listing:
  https://fiscalservices.kennesaw.edu/procurement/business-with-ksu.php
- Service Level Agreement Dashboard:
- https://fiscalservices.kennesaw.edu/procurement/sla/sla_reporting/current_sla.pdf
- Procurement Advisory Council suspended for June and July. It will be picked up in August to meet to discuss improving communications from Procurement, Contract Compliance and Accounts Payable.