# CAR Reporting August 2019 Updates

**Project Name:  Intentional Pathways for Students**

Prepared By: Lynn Disbrow                                    Date Prepared: August 20, 2019

Status: Complete

| Accomplishments This Month |
| --- |

- Focus Areas updated in Banner
- All incoming undeclared students selected a focus areas
- Orientation materials developed
- Website developed

| Plans For Next Month |
| --- |

- Monitoring

CAR Lead: Jeff Delaney

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

**Prepared By:**  Rifka Mayani                                Date Prepared: August 12, 2019

 Status: On Hold

| Accomplishments This Month |
| --- |

- EMS (Improving the User Experience) - Continued clean up on event types, statuses and reporting
- Advised by CAR leadership to maintain focus on clean-up tasks from the EMS health check until further direction

| Plans For Next Month |
| --- |

- Continue to prioritize and address clean-up and close-out tasks from the EMS health check

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

Prepared By: Alice Wheelwright                    Date Prepared: August 19, 2019

Status: Planning/ On Track                         Deadline: October 2019

| Accomplishments This Month |
|---|

- Hired new Digital Content Specialist in order to further improve OwlTV and I-75 sign content monitoring and management.
- Began executing internal communication plan recommendations to support further communications from the Provost and the President's offices. Securing contract with master calendar vendor to support new communications' elements.

| Plans For Next Month |
|---|

- Launch new internal communications elements in late September or early October.

CAR Lead: Lesley Netter-Snowden

**Project Name:  Marietta Parking Lot Addition**

Prepared By:    Lee White                          Date Prepared: August 13, 2019

Status: Complete

| Accomplishments This Month |
| --- |

- Paving, and striping completed
- Signage installed
- Final Walk- through completed
- Landscaping and grounds work completed

| Plans For Next Month |
| --- |

- Project Complete

**Project Name: Marietta Student Center Renovation**

Prepared By:     Gloria Laureano                    Date Prepared: August 20, 2019

Status: On Hold

| Accomplishments This Month |
| --- |

- Pending Funding and an update from the Campus Master plan

| Plans For Next Month |
| --- |

**Project Name:  KSU Budget Review Process**

Prepared By:                                    Date Prepared:

Status:

| Accomplishments This Month |
|---|
|  • Report for August not received |

| Plans For Next Month |
|---|

CAR Lead: Karen McDonnell

**Project Name:  Class and Comp Structure**

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

Status: Delayed

| Accomplishments This Month |
|---|

- Continue to adjust the structure as new positions come up or as department heads identify issues
- Finalized over 600 job descriptions in the library that have been market priced and validated
- Hired new Compensation Director, start date 8/26

| Plans For Next Month |
|---|

- Finalize job description for any identified missing positions, market price and add to comp structure
- Publish Job Description Library

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

Prepared By:    Karen McDonnell                    Date Prepared:  August 17, 2019

Status: Complete

| Accomplishments This Month |
| --- |

- Due to budgetary constraints, class and compensation equity will be evaluated on a case by case basis.

**Project Name:   Department-Specific Onboarding**

Prepared By:    Karen McDonnell                  Date Prepared:   August 17, 2019

Status: On Track                                 Due Date: December 2019

| Accomplishments This Month |
|---|
| • Kick off meeting for Orientation day 2 and beyond<br>• Identified specific areas of focus<br>• Team charter completed<br>• Discussed Project Manager addition to team to ensure progress |

| Plans For Next Month |
|---|

CAR Lead: Jeff Delaney

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

Prepared By: Davide Gaetano, Jim Herbert      Date Prepared: August 9, 2019

Status: Phase 1 – Complete, Phase 2 – Complete

| Accomplishments This Month |
| --- |

- Vendor completion of infrastructure buildout and installation
- New residential wireless/internet service launched (8/9)
- Rollout and enrollment of existing and new students (to begin during move-in)
- Perform any remaining network cleanup and transition administrative functions to KSU network

| Plans For Next Month |
| --- |

- Address any unforeseen transition issues
- Move to monitoring state and close project

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

Prepared By:  Rifka Mayani and Jim Herbert                Date Prepared:  August 12, 2019

Status: On Track                                           Due Date: December 2019

| Accomplishments This Month |
| --- |

- Met with vendor's project manager for pre-kickoff project and resource planning
  - Project will be broken down into two phases:
    - Phase 1:  Ethos data integration services implementation (target go-live December 2019 – This will provide the interface between Banner (and other select systems) and the Business Process Automation workflow engine
    - Phase 2:  Workflow engine implementation

| Plans For Next Month |
| --- |

- Kickoff phase 1:  Ethos data integration services implementation

**Project Name: Training for Procurement Staff**

Prepared By: Donna Bertrand                                  Date Prepared: August 19, 2019

Status: On Track

| Accomplishments This Month |
|---|
| • Held first two trainings which resulted in feedback and dialog from procurement team which has led to additions to the KSU Purchasing Manual.<br>• P-Card Administrators and CUPO attended USG and DOAS mandatory P-Card training session.<br>• Procurement team attended DOAS led trainings on eSource, RFP Series and Contract Administration. |
| Plans For Next Month |
| • KSU Purchasing Manual trainings will continue in September 9/12 and 9/26. |

**Project Name: Procurement Process Improvement Plan**

Prepared By: Catherine Ice                                      Date Prepared: August 19, 2019

Status: On Track

| Accomplishments This Month |
| --- |

- Website updates are ongoing.
- Procurement team met with Jen Wells to hear the results of the Focus Groups. Each team member was asked to select their top three items from the Focus Group feedback so that we can discuss prioritizing Procurement's next steps for process improvement.
- Met with Procurement Advisory Committee on Friday, 8/16/2019. Madhavi handed over direction of this meeting to Catherine, to continue the improvements started.
- Drop-In Sessions continue. Procurement met with Public Safety on August 16th.
- CUL trainings continue in September.

| Plans For Next Month |
| --- |

- Issue highlights on website and via email to ePro users "Did you know", as recommended by Dr. Wells.

**Project Name: Concur – Live Training**

**Prepared By:** Sandy Cagliani                                     Date Prepared: August 19, 2019

Status: On Track

| Accomplishments This Month |
| --- |

- Drop-In Training Sessions - July 16, 2019 in Kennesaw and Marietta.
- Travel Training at CETL at New Faculty Orientation- August 13, 2019.
- Quarterly live Concur training scheduled and added to OwlTrain and website.

| Plans For Next Month |
| --- |

- Drop-In Training Sessions August 20, 2019 Kennesaw and Marietta. Infrequent travelers continue to receive notifications and tips before and after travel.
- Bagwell College of Education – Presentation to Dean, Associate Deans and Chair meeting on August 22, 2019.
- Continue to schedule department meetings.
- Education Abroad faculty and staff training to prepare for use of Concur in EAO expense reporting.

**Project Name: Concur – Online Training and Assistance**       **Estimated Cost: $0**

**Prepared By:** Sandy Cagliani                                    Date Prepared: August 19, 2019

Status: On Track

| Accomplishments This Month |
|---|

- Non-Employee Travel information added to website to include Students, Performers and Lecturers, and Job Candidates.
- New videos added for Expense Reports; http://travel.kennesaw.edu/
  - o  Create a Report Header and Itinerary
  - o  Import and Enter Expenses
- Revised web pages for Travel Forms and Resources for clarity.
- Updated FAQs for renting a car for in-state, out-of-state and international travel.

| Plans For Next Month |
|---|

- Revisions to Check Lists under How-To Guides.
- Creation of Best Practice content.
- 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.

**Project Name: Concur – Next Gen**

**Prepared By:**  Sandy Cagliani                              Date Prepared: August 19, 2019

Status: On Hold

| Accomplishments This Month |
|---|
| • |

| Plans For Next Month |
|---|

- Travel Manager to attend SAP Concur Fusion Exchange – August 27, 2019. Expect any updates from Concur regarding the status of NexGen User Interface upgrade.

CAR Lead: Jackie Quiroga

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

Prepared By:    Paula Bechtler                    Date Prepared: August 23, 2019

Status: Complete

| Accomplishments This Month |
| --- |

- KSU's instance of the [PolicyTech](#) software package was launched on August 9, 2019 and can now be viewed by visiting [https://policy.kennesaw.edu/](https://policy.kennesaw.edu/) and clicking on Policies. Existing policy documents were successfully ported over from the previous system.
- Individuals who wish to view current policies may notice an altered user interface.

| Plans For Next Month |
| --- |

- New policy drafts will now be managed through the system by applying approval workflows to the process. The software will also aid in proper revision control and will retain archived revisions for reference.

**Project Name: Policy – Training Materials**

Prepared By:     Paula Bechtler                              Date Prepared: August 23, 2019

Status: On Track

| Accomplishments This Month |
| --- |
| • Training materials were disseminated to the system administrators during multiple training sessions back in the spring. Those individuals will be utilizing the system to create and route policies through workflow channels. Training materials are not necessary for the majority of faculty and staff who want to simply view policies. |

| Plans for Next Month |
| --- |

CAR Lead: Jackie Quiroga & Alice Wheelwright

**Project Name: Policy – Communication Plans**

Prepared By:     Paula Bechtler                                    Date Prepared:  August 23, 2019

Status:  Delayed

| Accomplishments This Month |
| --- |

- The Director of Policy has developed a communication plan to announce policy revisions to campus via emails to the following constituencies:
    - KSU faculty and staff web editors who maintain websites containing links to specific policies, which need to be updated.
    - Policy Process Council
    - Departments maintain the employee and faculty handbooks, undergraduate and graduate catalogs.

| Plans For Next Month |
| --- |

- Complete email communications to groups listed above.
- Disseminate a go-live message will be sent to the larger campus community via KSU Today.

CAR Lead: Karen McDonnel & Brenda Stopher

**Project Name: Employee Engagement**

Prepared By:     Karen McDonnell                     Date Prepared:     August 17, 2019

Status: Delayed

| Accomplishments This Month |
|---|

- Subcommittees formed for the following target areas:
  - Communications
  - Career Paths
  - Benefits/Perks
  - Employee Recognition and Appreciation
  - Two Campuses/One KSU
  - Diversity and Inclusion
- Kickoff meeting scheduled for all but Diversity and Inclusion.  That work group will launch in September, allowing our new CDO to get acclimated to campus first.

| Plans For Next Month |
|---|

- Subcommittees to begin to work on proposing action plans.

**Project Name: KSU Brand Refresh**

Prepared By:    Alice Wheelwright                          Date Prepared: August 19, 2019

Status: Complete

| Accomplishments This Month |
| --- |

- Brand launched on August 19<sup>th</sup> with two, well attended launch events on the Kennesaw and Marietta campuses.

| Plans For Next Month |
| --- |

- Continue to produce new creative and monitor campaign progress and results.

**Project Name:  Strategic/Prioritized Hiring**

Prepared By:    Karen McDonnell                    Date Prepared:  August 17, 2019

Status: On Track

| Accomplishments This Month |
|---|

- Hired new recruiter to address bandwidth issues.
- TAM team met with EEO/Title IX to discuss search training for leaders on campus.

| Plans For Next Month |
|---|

- Hiring policies created and begin shared governance review
- Search training launched

# Completed Projects

**Project Name: One Community Council Meetings**

Prepared By: Alice Wheelwright

Status**: Complete**


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

Prepared By: Alice Wheelwright

Status: **Complete**


**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**


**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**


**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: Adult and Commuter Tracking System**          **Estimated Cost: $500**

Prepared By: Bob Mattox

Status: **Complete**


**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


**Project Name: KSU Purchasing Manual**

Prepared By: **Catherine Ice**

Status: **Complete**

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

**Project Name: Procure to Pay Matrix**

Status: **Complete**

https://fiscalservices.kennesaw.edu/procurement/docs/Procure_to_Pay_Matrix.pdf

**Project Name: Procurement Process Flowcharts**

Status: **Complete**

https://fiscalservices.kennesaw.edu/procurement/business-with-ksu.php

**Project Name: University Contract Listing**

Status: **Complete**

https://fiscalservices.kennesaw.edu/procurement/business-with-ksu.php

**Project Name: Service Level Agreement Dashboard**

Status: **Complete**

https://fiscalservices.kennesaw.edu/procurement/sla/sla_reporting/current_sla.pdf

**Project Name: Procurement Advisory Council**

Status: **Complete**

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

Prepared By: Lynn Disbrow

Status: **Cancelled**