



CAR Reporting January 2020 Updates

Updated February 14, 2020

Project Name: Review of Scheduling Process/Systems

Prepared By: Rifka Mayani

Date Prepared: January 22, 2020

Status: On Track

Estimated Completion: July 2020

Accomplishments To Date

- Final Exam Bookings – Developed automation between Banner and EMS to accurately reflect and book final exams in EMS.
- Academic Scheduling: Statement of Work is with Legal/Contract review.

Plans For Next Month

- Academic Scheduling – Complete procurement for Statement of Work

Project Name: Intranet/Other Internal Communications Tools

Prepared By: Alice Wheelwright

Date Prepared: February 5, 2020

Status: Planning/ On Track

Estimated Completion: Spring 2020

Accomplishments To Date

- New Master Events Calendar Launched on Feb. 3

Plans For Next Month

- Develop digital internal newsletter "Best of the Nest"
- Develop KSU Announcement resource account for actionable messages to campus

Project Name: KSU Budget Review Process

Prepared By: Antrameka Knight

Date Prepared: January 28, 2020

Status: On Track

Estimated Completion:

Accomplishments To Date

- **Budget Website:**
 - The website has been updated with FY2020 budget data, including charts, trends, and a report showing budget by division/fund. This data provides transparency regarding the institution's overall budget and how it is allocated.
 - Budget Project Request forms were updated to a fillable form in addition to adding a campus location field to provide a user-friendly experience.
- **SAS Training:**
 - In January 2020, the Office of Budget and Planning conducted beginner SAS training. The training was attended by six users; the majority were business and grants managers. Since the implementation of SAS training in March 2019, over 215 users have received either beginner training or intermediate training. This group includes business managers, department chairs, and other users who access the SAS system to track budgetary/financial data.
- **Reporting:**
 - Completed initial programming and testing on a new vacancy aging report. This report will provide position management support for leaders and business managers. Position Management remains in a continuous improvement process.

Plans For Next Month

- A beginner SAS training will be held in March. The schedule of beginner and intermediate classes will alternate monthly. Based on demand, either type of classes might be held in consecutive months. Beginner classes target users who are new or need a refresher to SAS Financials. Users learn the basics like report navigation, sorting, and filtering. Intermediate are targeted to users having completed the beginner training of SAS financial reports and want to learn how to manipulate and customize reports.
- Develop and produce two new reports, Position Deficits for Faculty positions and Position Balances for All Division Unit Report as requested by Academic Operations Director. These reports will be primarily targeted to Academic unit's business managers but available to all SAS Position Management users.

Project Name: Department-Specific Onboarding

Prepared By: Karen McDonnell

Date Prepared: January 26, 2020

Status: Phase I complete

Estimated Completion: Phase II – June 2020

Accomplishments To Date

- Focus Groups conducted to identify needed improvements
- “Owl On Board” website created to provide hiring managers and new employees a place to go regarding onboarding
- Checklists created for hiring managers and new employees to ensure appropriate actions are taken for each step in the process
- Onboarding portal to provide ability to complete onboarding paperwork on line
- Revamped Day 1 Orientation schedule to include campus tours, time with UITS to set up access, etc.
- Improved system access to allow day 1 ability to log into key systems
- Drafted Hiring Manager welcome

Plans For Next Month

- Begin drafting Template letters for hiring manager to use with new employees
- Begin drafting New Employee Surveys to obtain data from new staff regarding their hiring and onboarding process
- Begin drafting plan for 30/60/90 day follow up with new employees

Project Name: Business Process Automation – BPA Solution

Prepared By: Rifka Mayani and Jim Herbert

Date Prepared: January 22, 2019

Status: On Track

Estimated Completion: Phase 1: January 2020, Phase 2: April 2020

Accomplishments To Date

- Business process automation solution identified (provides for workflows, forms, Banner compatibility, and the ability to create integrations with external systems)
- Solution purchased
- Phase 1 (Banner data connectivity “Ethos Data Integration”) - Complete
- Phase 2 (Ellucian Workflow Implementation) Requirements for initial workflows have been reviewed and are being documented. Initial Kick-off meeting with vendor has occurred.

Plans For Next Month

- Finalize workflows to be developed by vendor. Work with vendor to establish implementation timeline based on our requirements.

Project Name: Training for Procurement Staff

Prepared By: Donna Bertrand

Date Prepared: January 23, 2020

Status: On Track

Estimated Completion: Ongoing

Accomplishments To Date

- See completed projects below.
- Asst. Directors of Procurement and Strategic Sourcing, Lisa Mehalko and Zachanta Valoy, respectively hold weekly team meetings to review different areas of procurement and customer service, e.g. contract administration procedures, tracking and expediting requisitions, consistency in the application of procedures.

Plans For Next Month

- Bi-Weekly trainings on the KSU Purchasing Manual will continue while the assistant directors will focus on their area-specific trainings.
- Will research outside leadership training class for procurement leadership team. Looking for classes to take in March 2020.

Project Name: Concur – Next Gen

Prepared By: Sandy Cagliani

Date Prepared: October 2109

Status: On Hold

Estimated Completion: Date Unknown

Accomplishments To Date

- Cost/benefit analysis of Concur and PeopleSoft Travel and Expense presented in CAR meeting on June 20, 2019.
- Travel Manager attended the SAP Concur Fusion Exchange August 27, 2019. No changes to 2020 date for potential implementation.

Plans For Next Month

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Project Name: Policy – Training and Communication

Prepared By: Kevin Gwaltney

Date Prepared:

Status: On Track

Estimated Completion: Spring 2020

Accomplishments To Date

- Meeting held with President, who has taken the proposal under advisement.
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Plans For Next Month

Project Name: Employee Engagement

Prepared By: Karen McDonnell

Date Prepared: January 26, 2020

Status: Delayed

Estimated Completion: On Going

Accomplishments To Date

- 4 working groups meeting to address identified issues
- Staff Recognition and Appreciation
- Drafted recommended new and updated staff awards for 2020
- Staff Communications
- Discussed departments staff needs to hear from more
- HR Newsletter launched January 2020 to very positive response
- Met with Tammy Demel in Strat Comm to understand KSU internal communication plans
- Benefits and Perks
- Brainstormed low/no cost “perks” that we could consider to offer staff
- Determined priority of above list to move forward
- Career Paths
- Temporarily on hold pending finalization of compensation validation

Plans For Next Month

- All groups to continue meeting and determining other areas to address

Completed Projects

Project Name: Intentional Pathways for Students

Prepared By: Lynn Disbrow

Status: **Complete**

Final Result:

Fall 2019 new students were educated on focus areas and moved into the appropriate focus area or into an existing major.

Number of students choosing each focus area for Fall 2019

- Undeclared-Arts: 9
- Undeclared-Business & Mgmt: 54
- Undeclared-Education: 4
- Undeclared-Engr & Math: 34
- Undeclared-Health Professional: 5
- Undeclared-Humanities: 4
- Undeclared-Science, Comp & Tech: 40
- Undeclared-Social Sciences: 36

Project Name: Momentum Year – Graduation Coaches

Prepared By: Lynn Disbrow

Status: **Cancelled**

Final Result:

A proposal for the development of a graduation coach department; however, the decision was made to not move forward with this option.

Project Name: Marietta Parking Lot Addition

Prepared By: Lee White

Status: **Complete**

Final Result:

Project Name: KSU Brand Refresh

Prepared By: Alice Wheelwright

Status: **Complete**

Final Result:

- Refreshed brand including all elements of the brand (logo, messaging, mission, vision, values, brand pillars, new brand guidebook outlining more expansive branding elements, new advertising campaign) all launched as of 8/19/19.
- New brand well received in the marketplace with new media coverage of the First Day of School Cake and the Brand Launch events exceeding previous year's coverage.
- Continuing to monitor and measure metrics on advertising campaign.
- Will continue to work across the University on new branding adoption and understanding.

Project Name: One Community Council Meetings

Prepared By: Alice Wheelwright

Status: **Complete**

Final Result:

- One Community Council meetings fully established. We hold three sessions a year (Fall, Winter, Spring) bringing the entire University marketing and communications community together to share best practices, provide skill building sessions, update on key University initiatives.
- Hold Community of Interest sessions every six to eight weeks to get smaller groups together that share areas of interest (Marketing, Graphic Design, Web Content Development and Management, Communications and Social Media and Photography and Videography).

Project Name: KSU Today (formerly KSU Inform 2.0)

Prepared By: Alice Wheelwright

Status: **Complete**

Final Result:

- In January 2019, transitioned daily communications digest for faculty and staff from KSU Inform to KSU Today. The new, easier to read and digest format has been well received.
- Some of the new communications tools outlined in Internal Communications Tools update will replace KSU Today yet this year.

Project Name: Marietta Student Center Renovation

Prepared By: Gloria Laureano

Status: **Complete**

Final Result:

In Fiscal Year 2018, funds for the design process for a potential Marietta Student Center Renovation were allocated by the University. This design process has now concluded, and Facilities is in possession of the design recommendations. The design process included meetings of various building and campus stakeholders and resulted in a proposed renovation that could take up to 10 years to implement. Any future movement on this project depends on the addition of the Marietta Student Center renovation construction to the University's Facilities Master Plan, approval by the Board of Regents, and funding by the BOR/the University.

Project Name: Marietta Campus Life Space

Prepared By: Gloria Laureano

Status: **Complete**

Final Result:

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. The meeting rooms also received new carpet and their AV was upgraded, making for an enhanced meeting experience for student organizations as well as faculty and staff meetings.

Usage statistics for the building are available upon request; a semester report will be produced by January 2020. We are also embarking on a customer service satisfaction survey. Results will be included in the semester report for the building.

Project Name: Marietta Rec. Opportunities and Facilities

Prepared By: Gloria Laureano

Status: **Complete**

Final Result:

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**

Final Result:

Proposal is waiting to go for BOR approval pending some other projects that were advanced just before this one. Conversation to follow-up with key university stakeholders.

Project Name: Strategic/Prioritized Hiring

Prepared By: Karen McDonnell

Status: **Complete**

Final Result:

- Contracts with Targeted job sites
- Campus Roadshows on how Talent Acquisition can support campus
- Sourcing candidates for key roles
- Transitioning recruiters to support campus with pre-screening and search committees

Project Name: Compensation Policy

Prepared By: Karen McDonnell

Status: **Complete**

Final Result:

Policy has been through the policy approval process and has been implemented detailing compensation transaction types and the resulting impact on pay. The policy can be found on the Policy Portal at <https://kennesaw.policytech.com/?public=true&siteid=1>.

Project Name: HR Academy

Prepared By: Karen McDonnell

Status: **Complete**

Final Result:

KSU HR Department members have received training from the Society of Human Resources Management. Training included such topics as Consultative HR, The HRBP Role, Change Management, Communications and Influencing and Coaching Leaders. Refresher courses and additional content is presented monthly to ensure HR Staff competencies can support the needs of KSU.

Project Name: New Manager Training

Prepared By: Karen McDonnell

Status: **Complete**

Final Result:

New Manager Orientation, a program designed for experienced managers who are new to KSU, launched in April of 2019. Sessions are offered every other month in a two day format, providing new managers training on KSU history, Human Resources overview, Talent Acquisition, Performance Management, Compensation, Benefits and Employee Relations. A second course is being developed for employees newly promoted to management so they will receive management essentials.

Project Name: Class and Comp Equity Study

Prepared By: Karen McDonnell

Status: Complete

Final Result:

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

Project Name: Class and Comp Structure

Prepared By: Karen McDonnell

Status: **Complete**

Final Result:

Overall pricing and validation of titles and pay bands complete.

Project Name: Transform Electronic Workflow

Prepared By: Rifka Mayani

Status: **Cancelled**

Final Result:

Elements of this initiative will be covered through both the DocuSign and Business Process Automation projects.

Project Name: DocuSign Electronic Signature

Prepared By: Rifka Mayani

Status: **Complete**

Final Result:

Kennesaw State has significantly reduced our reliance on paper forms and manual routing. There has been a sizable increase in the utilization of DocuSign each month since deployment. August 2019 had 5500 envelopes created, compared to 3200 in July 2019. Significant efficiencies over paper documents have been seen, with 50% of DocuSign workflows completed in less than one hour.

Project Name: Housing WiFi for Marietta and Kennesaw Campuses

Prepared By: Davide Gaetano, Jim Herbert

Status: **Complete**

Final Result:

Wireless services went live this Fall 2019 semester in all Kennesaw State University operated residences, providing students with a significant service improvement of 100Mbps per device Internet connectivity. This turnkey service, which provides on-site technical support and a 24/7 service desk is being provided at a lower cost than would be possible as a self-operated service. Quality of service has been greatly improved, with faster speeds, denser wireless coverage, and support for gaming.

Project Name: Adult and Commuter Tracking System

Prepared By: Bob Mattox

Status: **Complete**

Final Result:

The student check-in/tracking system for Adult Commuter Student Affairs was designed to provide information and reporting tools on the type of services and resources used by current students. This information is then accessible from a reporting suite online using KSU's network. This data can assist leadership in determining what service may be offered or expanded upon for our students. At the end of the present semester, we will have data on which to base next semester.

Project Name: Co-Curricular Credentialing Model

Prepared By: Bob Mattox

Status: **Complete**

Final Result:

Additional modules for OwlLife were purchased and phase 1 pilot was successfully completed. The next phase will be to ensure all student engagement data is captured in OwlLife for us to implement Owl Paths and enhanced tracking for all co-curricular activities. This will support the division's efforts to connect student engagement data with student progression.

Project Name: Assessment of Career Planning Offerings for Grad Students

Prepared By: Ana Baida

Status: **Complete**

Final Result:

Project Name: Launching PeopleGrove Mentorship Platform

Prepared By: Jyll Kafer

Status: **Complete**

Final Result:

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

Project Name: Process Improvement Plan

Prepared By: Catherine Ice

Status: **Complete**

Final Result:

Website updates are ongoing. Procurement Advisory Council meets regularly.

Project Name: KSU Purchasing Manual

Prepared By: Catherine Ice

Status: **Complete**

Final Result:

Procurement Team is reviewing sections of the KSU Purchasing Manual at bi-weekly team meetings. It is creating discussions among the team and has led to a couple of updates that will be incorporated into the Manual. These trainings have also led to more consistent answers from the team to the end-users on campus.

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

Project Name: Procure to Pay Matrix

Status: **Complete**

Final Result:

During Fiscal Update Meetings with campus' Business Mangers, it was mentioned that this tool is very helpful in determining how to proceed with a purchase – which way to do it and to whom to contact if still uncertain.

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

Project Name: Procurement Process Flowcharts

Status: **Complete**

Final Result:

Simplified the procurement process for the campus and shows the interconnectivity of the impact between procurement and the campus.

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

Project Name: University Contract Listing

Status: **Complete**

Final Result:

Assists the campus with obtaining products and services quicker than a new solicitation.

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

Project Name: Service Level Agreement Dashboard

Status: **Complete**

Final Result:

These dashboards are continuing on a monthly basis. They provide a window into procurement that helps procurement maintain its accountability.

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

Project Name: Procurement Advisory Council

Status: **Complete**

Final Result:

Project Name: Concur – Online Training and Assistance

Status: **Complete**

Final Results:

- Completion of short training videos added to Travel Website for Kennesaw State University travelers covering the top 5 challenges for KSU travelers in preparing travel authorizations and expense report submission.
- Addition of non-employee travel, to include students, lecturers and job candidates.
- Ongoing distribution of Infrequent Traveler e-mails, providing timely reminders of policy and expense report submission tips.
- Updates to FAQs for domestic and international travel.

Project Name: Concur – Live Training

Status: **Complete**

Final Results:

Ongoing Departmental and College Approver Training Sessions being held.

Project Name: Policy – Electronic Document Control

Status: **Complete**

Final Result:

Implemented a new software to help house and manage policy documents and updated the KSU policy website.