



CAR Reporting March 2019 Updates

Updated April 1, 2019

Ongoing Projects

CAR Lead: Ron Matson & Gloria Laureano

Project Name: Momentum Year – Graduation Coaches

Prepared By: Julie Page

Date Prepared: March 15, 2019

Status: On Hold

Accomplishments This Month

- No updates.

Project Name: Intentional Pathways for Students

Prepared By: Pam Cole

Date Prepared: March 25, 2019

Status: On Hold

Accomplishments This Month

- Team attended Momentum Summit II with the USG
- Timeline revised to allow curriculum adjustments to take place in advance of the focus areas.
 - Fall 2019 program adjustments move through curriculum
 - Spring 2020 focus areas identified
 - August 2020 focus areas on application

Plans for Next Month

- Programs notified and plans implemented to revise programs and focus areas for fall

CAR Lead: Ron Matson & Jeff Delaney

Project Name: Review of Scheduling Process/Systems

Prepared By: Rifka Mayani, Jim Herbert

Date Prepared: March 13, 2019

Status: In progress

Accomplishments This Month

- Performed EMS “health check” with vendor and received recommendations
- Performing high-level screening of alternative scheduling solutions, which include academic, event, and optimization capabilities

Plans For Next Month

- Working with business units to review EMS “health check” recommendations and determine any changes that need to be made
- Complete scheduling solution vendor demos and decide whether to pursue a solicitation for one or more products

Project Name: Intranet/Other Internal Communications Tools

Prepared By: Alice Wheelwright

Date Prepared: March 14, 2019

Status: Planning/ On Track

Accomplishments This Month

- Evaluating different internal communications tools across audiences.

Plans For Next Month

- Continue evaluation.

Project Name: Year-Long Calendar of Interaction

Prepared By: Alice Wheelwright

Date Prepared: March 14, 2019

Status: Planning / On Track

Accomplishments This Month

- Internal Communications plan development is underway. Full plan is being built.

Plans for Next Month

- Finalize Internal Communications plan and continue implementation.

CAR Lead: Lesley Netter-Snowden

Project Name: Marietta Parking Lot Addition

Prepared By: Lee White

Date Prepared: March 14, 2019

Status: On Track

Accomplishments This Month

- Contractor was selected- ALBION SCACCIA ENTERPRISES
- Scheduled kick-off meeting with contractor to coordinate logistics of this project

Plans For Next Month

- Implement plan to minimize impacts of construction to current parking areas
- Construction scheduled to begin by the end of March

Project Name: Marietta Student Center Renovation

Prepared By: Gloria Laureano

Date Prepared: March 15, 2019

Status: In Progress

Accomplishments This Month

- None to report.

Plans For Next Month

- 10-Year Report still in progress

Project Name: Marietta Rec. Opportunities/Facilities – Feasibility

Prepared By: Gloria Laureano

Date Prepared: March 15, 2019

Status: Pending

Accomplishments This Month

- Began conversations on advancing a version of this project that would require approval from BOR

CAR Lead: Lesley Netter-Snowden

Project Name: KSU Budget Review Process

Prepared By: Jamie Fernandes

Date Prepared: March 19, 2019

Status: On Track

Accomplishments This Month

- Analyze amendments for non-revenue generating departments and position budgets.
- Analyze and provide feedback to revenue generating departments on their FY20 budget submissions.
- Train budget office team members on budget prep and budget development tasks who have not been previously trained.
- Clean up invalid funding report in preparation of budget prep and HCM data extract.

Plans For Next Month

- Budget Prep through April and early May.

CAR Lead: Karen McDonnell

Project Name: Class and Comp Structure

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: Delayed

Accomplishments This Month

- Working with department leaders to review new pay grades and ensure they are both market competitive and will meet departmental needs
- Presented update to Chairs and Directors meeting
- Reaching out to Deans to get on next Deans meeting agendas to review with Chairs and Directors

Plans For Next Month

- Finalize all job descriptions and create a campus wide resource library

Project Name: Class and Comp Equity Study

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: On Hold

Accomplishments This Month

- None to report

Project Name: Department-Specific Onboarding

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: Delayed

Accomplishments This Month

- Invitations sent for kickoff meeting on March 29 for focus groups representing both administrative and academic hiring managers as well as departments responsible for various aspects of onboarding (HR, IT, AAF, Access Control, etc.)
- Kickoff Meeting to be held 3/29

Plans For Next Month

- Sub groups identified and meeting cadence set

CAR Lead: Jeff Delaney

Project Name: Housing WiFi for Marietta and Kennesaw Campuses

Prepared By: Davide Gaetano, Jim Herbert **Date Prepared:** March 12, 2019

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

Accomplishments This Month

- Vendor submissions were scored, narrowing down to three final vendors
- Vendor demos have been scheduled
- Cost evaluation and scoring scheduled

Plans For Next Month

- Final vendor selection
- Contract and implementation discussions

CAR Lead: Jeff Delaney

Project Name: Business Process Automation – BPA Solution

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

Status: On Track

Accomplishments This Month

- Completed vendor demos with committee members.
- Kissflow solution for door access has been procured.
- Special Project for Door Access Control: Implementation of the door access control workflow is underway. This is to address an internal audit finding.

Plans For Next Month

- Solicit feedback from committee regarding vendor demos and determine next steps.
- Special Project for Door Access Control: Continue implementation of Kissflow for door access and begin preparation of production roll-out planning.

CAR Lead: Jackie Quiroga

Project Name: Updated Policy Manual

Prepared By: Donna Bertrand

Date Prepared: March 20, 2019

Status: On Track

Accomplishments This Month

- Published the Procurement Matrix on the OFS website
- Fiscal Services Update meeting will be held on April 17, 2019, at the KSU Center. Included on the agenda are Procurement and Contract updates.

Plans For Next Month

- Purchasing Manual updates is still in process
- Continue to work with Lynn Kirkland, Academic Affairs, regarding any process changes before implementation.

Project Name: Training for Procurement Staff

Prepared By: Donna Bertrand

Date Prepared: March 20, 2019

Status: On Track

Accomplishments This Month

- The Assistant Director of Procurement continued weekly training sessions with the Purchasing team.
 - How to CLOSE POs in PeopleSoft
 - How to make Vehicle Purchases in PeopleSoft and process with DOAS
 - How to purchase Assets in PeopleSoft
 - How to purchase Apple Computers in PeopleSoft and process with the Supplier
- Purchasing staff are continuing with customer service, writing, and project management classes with CUL. Progress has slowed due to staff shortage.

Plans For Next Month

- Continue the weekly training sessions.
- Monitor purchasing staff registration and attendance at the CUL classes listed below. Many of the classes were canceled for the Spring. Once they become available again, staff will register, depending on the year-end workload.
 - Writing Emails, Memos, and Letters that Work
 - Introduction to Project Management
 - Building Trust in the Workplace
 - Don't Waste My Time! Making Meetings Work
 - Design Thinking & Creative Problem Solving

Project Name: Process Improvement Plan

Prepared By: Donna Bertrand

Date Prepared: March 20, 2019

Status: On Track

Accomplishments This Month

- Meetings have been completed with the focus groups (see dates below). Dr. Jen Wells met with the procurement team on March 12th to get their perspective on procurement processes, procedures and need for resources. Wednesday, February 20, KH 1302, 9-10:30am (Heavy users – Kennesaw campus)
 - Wednesday, February 20, KH 1302, 10:30-noon (Light users - Kennesaw campus)
 - Monday, February 25; Q 204, 12-1:30pm (Heavy users - Marietta campus)
 - Monday, February 25; A 214, 3:30-5pm (Light users - Marietta campus)
 - Tuesday, February 26; KH 1203, 11am – 12:30pm (CDA – Kennesaw campus)
 - Thursday, February 27; TP 2220, 3-4:30pm (Approvers – Kennesaw campus)
- Procurement Advisory Council had its second monthly meeting on February 15th led by the Controller/AVP for Fiscal Services.
- CUL training for new managers was attended by approximately 25 managers on four dates: Tuesday, March 5, Thursday, March 7, Tuesday, March 12 and Thursday, March 14.
- Published list of upcoming procurements (RFQs and RFPs) on the Fiscal Services website.
- Published Procurement Matrix.

Plans For Next Month

- Next meeting Procurement Advisory Council is March 21, 2019. The Council meetings has participation from various levels of leadership and has representatives from Academic Affairs, IT, Athletics, Facilities, Auxiliary and other areas.
- Dr. Wells will issue a report of information gathered from the focus groups and the procurement staff. A survey will also be issued to ePro users and approvers to develop a baseline on customer service.
- Next CUL Training for new managers:
 - Tuesday, 4/9/2019
 - Thursday, 4/11/2019
 - Tuesday, 4/16/2019
 - Thursday, 4/18/2019

Project Name: Concur – Live Training

Prepared By: Sandy Cagliani

Date Prepared: March 20, 2019

Status: On Track

Accomplishments This Month

- CUL Training for New Managers: Tuesday, March 5, Thursday, March 7, Tuesday, March 12 and Thursday, March 14.
- CAR Department Meeting with Coles College on 02/22. Additional training provided for Concur to Enrollment Services and iTech travelers (02/18).
- Drop-In Trainings Sessions Offered –
 - February 19, 2019 9:30AM-10:30AM - Kennesaw and Marietta
 - March 19, 2019 9:30AM-10:30AM – Kennesaw and Marietta

Plans For Next Month

- Drop-In Training Sessions offered on April 16, 2019 9:30AM-10:30AM in Kennesaw and Marietta
- Met with the College of Science & Math on March 19, 2019. Topics covered: Accounts Payable/Travel, Contract Compliance and Procurement
- Department Travel Training Sessions
 - Education Abroad
 - Department of Information Systems
 - UITS

Project Name: Concur – Online Training and Assistance

Prepared By: Sandy Cagliani

Date Prepared: March 20, 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 (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.

Project Name: Concur – Next Gen

Prepared By: Sandy Cagliani

Date Prepared: March 20, 2019

Status: On Hold

Accomplishments This Month

- The State Travel Office has postponed implementation until sometime in FY 2020. Met with CAR Advisory Committee on 02/20 to respond to committee questions on the use of Concur. Currently working on Cost Benefit analysis.

Plans For Next Month

- Continue to work on the Cost/Benefit Analysis

CAR Lead: Jackie Quiroga

Project Name: Policy – Electronic Document Control

Prepared By: Jacqueline Quiroga

Date Prepared: March 14, 2019

Status: On Track

Accomplishments This Month

- Implementation in progress and almost complete

Plans For Next Month

- Launch project by the end of Spring Break
- Communication to campus groups regarding the new process (faculty senate, staff senate, admin senate, Deans and Chairs, etc.)

Project Name: Policy – Training Materials

Prepared By: Jacqueline Quiroga

Date Prepared: March 14, 2019

Status: On Track

Plans For Next Month

- Director of Policy will be vacating the position. Need to determine who will take over policy. May have to revise plan.

CAR Lead: Jackie Quiroga & Alice Wheelwright

Project Name: Policy – Communication Plans

Prepared By: Jacqueline Quiroga

Date Prepared: March 14, 2019

Status: On Track

Plans For Next Month

- Determine who is going to be responsible for Policy
- Write up process for communicating policy updates

CAR Lead: Karen McDonnell & Brenda Stopher

Project Name: Employee Engagement

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: Delayed

Accomplishments This Month

- Focus group participants identified for each college/administrative division
- Focus group dates and locations identified (postponed until after SACSCOC visit)
- Invites sent to participants with registration links
- Focus group questions/scripts drafted

Plans For Next Month

- Focus groups conducted
- Analysis of results compiled and presented
- Subcommittees chartered to address common themes

Project Name: KSU Brand Refresh

Prepared By: Alice Wheelwright

Date Prepared: March 14, 2019

Status: On Track

Accomplishments This Month

- Continued roll out of new logo with all department/ college logos and stationary/ business cards available 3/15.
- Awaiting feedback from President on KSU Story and new Mission, Vision and Values statements.
- Work on color pallet exploration underway, along with other creative elements.

Plans For Next Month

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

Project Name: Strategic/Prioritized Hiring

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: On Track

Accomplishments This Month

- Presented TAM strategy and processes to HR Advisory Council
- Final vacant position filled with 3/25 start date
- Talent Acquisition procedures documented
- Internal department training

Plans For Next Month

- External department training – Best practices
- HR Academy session on Talent Acquisition for HR teams to understand roles, responsibilities
- Campus wide communications

Project Name: Assessment of Career Planning Offerings for Grad Students

Prepared By: Ana Baida

Date Prepared: March 25, 2019

Status: On Track

Accomplishments This Month

- Held spring workshop for graduate students

Plans For Next Month

- Planning for two workshops each year specifically for graduate students

Project Name: Launching PeopleGrove Mentorship Platform

Prepared By: Jyll Kafer

Date Prepared: March 20, 2019

Status: On Track

Accomplishments This Month

- Completed full launch to all Alumni
- Completed public Alumni website content regarding launch and platform info

Plans For Next Month

- Debrief full launch feedback with Tech Team at Peoplegrove
- Troubleshoot feedback issues
- Prepare for April Full Launch to Students

Completed Projects

CAR Lead: Karen McDonnell

Project Name: Compensation Policy

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: Complete

Accomplishments This Month

- Policy signed off by President Whitten following Shared Governance completion and published to policy portal.

Project Name: HR Academy

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: Complete (Ongoing)

Accomplishments This Month

- Society for Human Resources Management (SHRM) coming on-site for two day intensive HRBP training for HR team.

Plans For Next Month

- Training scheduled in April on new Talent Acquisition strategy and processes

Project Name: New Manager Training

Prepared By: Karen McDonnell

Date Prepared: March 15, 2019

Status: Complete

Accomplishments This Month

- 3rd round of classes completed with waiting list of attendees
- Positive feedback on content

Plans For Next Month

- Content Update
- Determination of attendee validation as new managers are not able to register due to large number of attendees registered who do not necessarily have management responsibilities

CAR Lead: Gloria Laureano

Project Name: Marietta Campus Life Space

Prepared By: Gloria Laureano

Date Prepared: March 15, 2019

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.

CAR Lead: Gloria Laureano

Project Name: Marietta Rec. Opportunities and Facilities

Prepared By: Gloria Laureano

Date Prepared: March 15, 2019

Status: Complete

Measures of Success

- Programming has been planned for and will be in full use during spring 2019.

CAR Lead: Alice Wheelwright

Project Name: One Community Council Meetings

Prepared By: Alice Wheelwright

Date Prepared: March 14, 2019

Status: Completed

Measures of Success

- Meetings held three times a year (Fall, Winter, Spring) and more focused Communities of Interest held roughly every six to eight weeks.

CAR Leads: Jeff Delaney, Alice Wheelwright

Project Name: KSU Today (formerly KSU Inform 2.0)

Prepared By: Alice Wheelwright

Date Prepared: March 14, 2019

Status: Completed

Measures of Success

- Fully launched and opt-in subscription continues to grow.

CAR Lead: Bob Mattox

Project Name: Adult and Commuter Tracking System

Prepared By: Bob Mattox

Date Prepared: March 15, 2019

Status: Completed

Plans for Next Month

- System continuously tracking student demographic information.

Measures of Success

- Since consolidation, 57,995 users (not unique) have visited the site, comprised of the following demographics:
 - Age:
 - 25+: 24,248
 - Under 25: 33,537
 - Gender:
 - Male: 22,274
 - Female: 33,124
 - Unspecified: 2,597
 - Class Standing:
 - Freshman: 4,948
 - Sophomore: 7,922
 - Junior: 12,341
 - Senior: 23,567
 - Grad: 924
 - Other: 8,284
 - Resident / Commuter:
 - Resident: 49,786
 - Commuter: 4,501
 - Unknown: 3,708
 - Full / Part-Time:
 - Full: 36,198
 - Part: 13,513
 - N/A: 8,284
 - Employee / Student Status
 - Student: 48,047
 - Student Employee: 1,791
 - Employee Only: 5,612
 - Other: 2,545

CAR Lead: Bob Mattox

Project Name: Co-Curricular Credentialing Model

Prepared By: Bob Mattox

Date Prepared: March 15, 2019

Status: Completed

Accomplishments This Month

- The contract with Campus Labs for Owl Path is complete. Student co-curricular activity can be tracked to receive the Engaged Owl recognition.
- More Summer Semester student activities being offered.
- Co-curricular opportunities have increased by 10% over this time last year.

Plans For Next Month

- Completed.

CAR Lead: Jeff Delaney

Project Name: Transform Electronic Workflow

Prepared By: Rifka Mayani

Date Prepared: March 14, 2019

Status: Cancelled

Accomplishments This Month

Plans For Next Month

CAR Lead: Jeff Delaney

Project Name: DocuSign Electronic Signature

Prepared By: Rifka Mayani

Date Prepared: March 14, 2019

Status: Complete

Accomplishments This Month

Plans For Next Month
