

Fridays @ first



October 31, 2008

The following is an update of the current activities of the CUNYfirst project and should be shared with professionals around the CUNY community.

❖ **Finance – Procurement**

The CUNYfirst Procurement team hosted a session on check printing Tuesday at the Graduate Center. During this session, the presentation focused on the options available to CUNY campuses when they print and distribute checks to vendors, refunds to students or travel reimbursements to employees. It was indicative of the many decisions CUNY professionals must formulate and agree to develop common university-wide processes or procedures that can meet the needs of our campuses.

For example, some of the choices needing to be made: Will the check be at the top or bottom of an 8 ½" x 11" check stock; will it have the bank and account information pre-printed on or will checks be signed by individuals; will checks be designed to fit in mailer envelopes or sealed; will there be one common printer at all campuses.

All of our campus teams are working collaboratively to create common processes that can meet their collective needs. This session was a good example of how easy or hard the choices can be.

The Procurement team has asked the Campus Executives to appoint a Liaison for Procurement Processes" to their campus team to facilitate the module work.

❖ **Student Administration – Campus Solutions (CS)**

Data conversion of transcript data is proceeding very well. Over 120,000 transcripts in SIMS (CUNY's current Student Information Management System) for Queens and Queensborough students for the past five years match future CUNYfirst transcripts as far as cumulative credits and GPA's – well over 90% success rate. The work left to do on the conversion deals with more complex scenarios, such as students who are working on a second degree and other factors and to look at student information such as personal data.

Two sessions scheduled for November 4 and 5 to begin integration testing of Student Processes for the CUNYfirst Vanguard Colleges (Queens and Queensborough) launch were postponed. Stu Schaffer, the CUNYfirst Student Lead, says the reason is development work in relation to conversions, extensions, and interfaces is still on-going and we need to complete these items in order to do a proper integration test. Oracle, the CUNYfirst team, and the colleges are working collaboratively to complete all of the tasks required to commence the testing. New dates will be announced shortly. This is to make sure our processes are properly tested before they are rolled out.

❖ **Wave Two Colleges**

Lehman College President Dr. Ricardo Fernández has confirmed that his college will participate in the Wave Two implementation with The City College, Hostos Community College, John Jay College, York College, Borough of Manhattan Community College, the Graduate Center and CUNY School of Law.

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The coming Friday, November 7, Wave One College (Queens and Queensborough) professionals from the Bursar, Admissions, Registrar, Financial Aid and Information Technology offices will meet with their Wave Two counterparts and the CUNYfirst Core Team to share experiences and the realities of the processes of implementing CUNYfirst Student processes. That meeting will be held 2 to 5pm at the Graduate School of Journalism, 219 W 40th St., Room 308.

❖ **Training – Human Resources/Student Administration**

The CUNYfirst Training Team is finalizing its Training Needs Assessment at all of our campuses and university offices for Human Resources and Benefits training and at our Vanguard Colleges for student processes. The next step is to take that information and create lessons and material to maximize the learning experience.

❖ **Human Resources – Human Capital Management (HCM)**

The CUNYfirst Human Resources Team is hosting a joint session of Campus Executives, Finance and HR Liaisons Friday afternoon October 31. The focus of the session is the department reconciliation of the campus department/ Chart of Account structure and related security roles. Our CUNY first Core HR team will explain the campus tasks for this reconciliation. Information from that meeting will be shared with the Communication Liaisons Monday morning and will be in the next issue of Fridays @ first.

❖ **Help Desk**

Help Desk managers and representatives from around the university met Wednesday, October 29 to share their experiences supporting CUNYfirst and other university enterprise initiatives. In addition to thanking them for their support during the launch of the General Ledger, CUNYfirst Core Team members explained the project calendar and implementation dates and efforts to extend support via the Core Team, a formalized peer network and subject matter experts from around the university. Later that afternoon, many of them attended a Users Acceptance Test of the Email Response Management System (ERMS) that will be part of the functionality of the CUNYfirst Customer Relations Management (CRM) system. When a user asks for help in CRM, the ERMS system will track in and outbound emails and provides greater visibility to issue resolution.

❖ **Planning and Budgeting**

Planning and Budgeting Core Team members from around the university attended a training session this week at the City College Borough Training Center to better understand the processes they will be configuring. Next week, a second fit/gap session will be held Tuesday November 4 at 41st street to continue the introduction of planning processes to budget and business office professionals.

❖ **General Ledger – Alert**

Be aware of planned system downtime for the weekend of November 21 so that disaster recovery testing can take place. CUNYfirst staff wants to make sure that in the event of a traumatic event, the process of kicking over to a fully-functioning backup system works as expected. In an emergency, the backup system should come online within 24 hours. More details will be provided as plans are confirmed.