

Fridays @ FIRST Memo

To: CUNY FIRST Campus Teams

Greetings from the CUNY FIRST Project Office.

This memo is for informational purposes for your CUNY FIRST Team to update you on the weekly activities of the project. You may integrate with your regular team communication.

All day today (Friday), Project Leader Ronald Spalter, Academic Integration Manager Jim Russell and Michelle Fraboni, who is the Process Owner Designee for Executive Vice Chancellor Selma Botman, held three separate sessions for leaders in our academic community. The morning session was to update experts who have been chosen as **Faculty Chair Liaisons** for their campus about the project and to discuss their roles and responsibilities. In the afternoon, Ron, Jim and Michelle met with various **Deans** from around the university, wrapping up the day meeting with experts in the area of **Academic Advisement**. These meetings are crucial to introducing these groups to the possibilities of CUNY FIRST processes and to get their wish lists for tools and processes and reports they'd like to have when they use CUNY FIRST processes.

Fit/Gap sessions continued this week for **Financial Aid and Student Records**. We are editing the meeting notes for all our Student Administration Fit/Gap sessions and will put them on the CUNY FIRST website next week.

HR Liaisons met this week and they will begin to seek campus input to review the Conceptual Design Documents for Core HR and Talent Acquisition modules and processes.

Continuing our **Finance Team's** focus on integration issues led to our first ever meeting of Finance and HR liaisons. The output of that meeting was the beginning of the process to identify issues and processes that will directly connect with our General Ledger when that goes live in July 2008. The work has also begun to populate the Chart Fields from the Chart of Account structure that was agreed to in September.

Our **Training Team** this week visited Bronx, Hostos and Kingsborough Community Colleges and Brooklyn, Hunter and Medger Evers Colleges to meet with teams to discuss the upcoming Training Needs Assessment. That's where we'll discover, campus by campus, how to get ready for user training next spring as prepare to go live with our General Ledger processes. The team will visit LaGuardia Community College, the Graduate Center and the College of Staten Island this coming week.

Meetings next week: A very busy week which will include a meeting of CUNY FIRST Communication Liaisons Thursday afternoon and the FIRST-ever Meeting of Project Management Liaisons all day Friday at West 57th.

Academic Scheduling and Facilities will be the subject of a meeting Monday, November 12th.

Fit/Gap sessions for Campus Solutions: Student Records Tuesday and Wednesday here at West 57th and Financial Aid Fit/Gap Tuesday and Wednesday at the Joseph S. Murphy Institute 25 W. 43rd St. (bet. 5th & 6th Ave.). All sessions start at 9am.

The FIRST joint meeting between our Finance and Student Finance Liaisons will take place Wednesday at West 41st on the 10th floor, starting at 9am. This follows the meeting described above of Finance and HR liaisons so we can focus on integration issues.

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There are no scheduled Fit/Gap sessions the week of the Thanksgiving Holiday. Upcoming: CUNY FIRST Steering Committee on November 26th. The next Campus Executives meeting will be Wednesday December 5th from 2-4pm, location TBA.

IT CONFERENCE:

There will be three presentations about the CUNY FIRST Project at the annual IT Conference November 30th at John Jay College. We encourage you to attend.

Here are the sessions we will lead about the project:

CUNY FIRST and Student Services (under the hood)

This session on how student services will change as result of the CUNY FIRST Project is an overview for those who use (or maintain and manage) technology-based tools to help CUNY students; it treats the new technologies and tools that will be provided to students and those who serve them.

CUNY FIRST Open Forum

This session will provide a quick update on the status of the project followed by an opportunity to ask questions of a panel of Campus Executives.

CUNY FIRST - Faculty too!

What will CUNY FIRST mean for faculty members and what "toolboxes" will be created to support those important users? What should faculty members know about how it will improve the student experience? Attendees will learn the structure, capabilities and opportunities of this new system.

We still have numerous open positions for the Project. You can find them listed in the Jobs at CUNY section of the University and Project (<http://first.cuny.edu>) website.

Finally a bit of fun news. This week, we presented the Grand Prize of our naming contest.

Professor Caitlin Borgmann from the CUNY School of Law submitted the name FIRST. This week, Dr. Linda Shatzer (left) the Project's Organizational Readiness Manager joined Law School Dean Michelle Anderson (right) in presenting a new Apple MacBook to Caitlin. I thought I'd share the picture with you all.



Have a great weekend.