Peralta Community College District  
PeopleSoft (9.0) Upgrade – Steering Committee Meeting Minutes  
General Services Conference Room  
April 11, 2013 (4:00pm – 5:00pm)  

Chair: Calvin Madlock  
Present: Norma Ambriz-Galaviz (CCC Confer), Bryan Cervantes, Teresa Chan, Michael Dioquino, Adela Esquivel-Swinson, Jeff Heyman, Ranell Holmes, Patricia Lyon, Calvin Madlock, Carlos McLean, Gary Nicholes, Mike Orkin (CCC Confer), Fred O'yang, Sheryl Queen, Karolyn van Putten, Sarah Schrader, Charlotte Smith, Elnora Webb (CCC Confer), Mark Wilson  

<table>
<thead>
<tr>
<th>Agenda Item and Presenter(s)</th>
<th>Discussion</th>
<th>Follow-up Action</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Called to Order:</td>
<td>4:05 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Review and Approval of Minutes</td>
<td>Minutes were reviewed and approved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Madlock</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Testing Status Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>AVC Madlock could not determine how much testing has been completed on the Campus Solutions side.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheryl Queen explained that Educational Services has run into a couple of issues: some tables are setup differently in 9.0 and security setups are also different. Bhushan has been working on retrofitting security. Sheryl asked if Oracle has provided a list of new sets of tables. AVC Madlock asked Ranell Holmes to follow up with Oracle regarding the table setup and for Michael Dioquino to follow up regarding the security set up. Michael said that Oracle had already mentioned the fact that the security setup is different in 9.0. We need to go over the permission lists.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheryl tried to work with the counselors, but the security issues did not allow them to do conduct the testing. She will be doing more testing this weekend and would like to have technical backup during the weekend. Bhushan will be available to assist her.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Schrader corrected the report from last week, which indicated that Student Financials had completed 50% of their testing. As of today, Student Financials has completed 30%. The 50% reported last week was in reference to test scripts related to the Finance Module that Kyu assigned to Sarah and Dominique. Sarah has made a list of errors she encountered in the portal and has reported them to Teresa. Kyu provided test scripts for changes to integration and this testing was</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The HR module has been progressing. Ranell will check with David Betts to get a full report. Benefits started testing this week.

Payroll is 87% completed.

A&R is 90% completed, but Charlotte Smith mentioned that there might be parts from Student Financials that may affect A&R. AVC Madlock asked Charlotte if she had any response to her request regarding the extra assistance that was promised at the first meeting. She hasn’t heard anything, but has a contingency plan to get around the submission of the attendance verification rosters.

Mark Wilson started testing from the student side. More students are needed to assist with testing. Mark suggests having live support to assist student testers navigate the system. Ranell received an error report from Mark and has passed it along to the programmers.

Carlos McLean asked for communication to be sent via the Counseling Department Chairs. AVC Madlock will add the counselors to the Roles and Responsibilities Matrix.

### III. Review of Deployment Plan

#### AVC Madlock

Jeff Heyman and Mark Wilson have developed the Communication Plan language with input from members of this committee. The IT website is up and running.

Jeff asked for tasks to be added under Item# 5 (Communication Plan) for email blast to students and email notification to employees via Announcements.

Carlos McLean asked about plans to communicate with students who do not have email. Patricia Lyon explained that at a previous meeting VC Ikharo offered the assistance of his department to produce banners for the colleges. College Presidents would be responsible for posting the banners at the colleges. Suggested locations for posting these banners are A&R, Welcome Centers, counseling offices, student services offices, and libraries. Sheryl suggests asking College Presidents how many banners they would need at each college. Patricia will follow up with VC Ikharo regarding the production of these banners.

AVC Madlock asked Michael Dioquino to follow up with General Services
regarding the facility tasks listed on the Deployment Plan (power generators, scheduled power outages, etc.) for go-live and dry run weekends.

Regarding Item# 58 (IT Technical Tasks), there will be redirecting messages in place for outside links (SARS, transcripts, credit card company, etc.). There is a daily download from SARS to the computer labs and the only working day impacted by the system being down is Thursday, May 16.

Carlos McLean expressed his concern regarding the dates chosen for the upgrade. He is concerned about how the shutdown will impact the work of counselors at all colleges. AVC Madlock explained the different factors that were taken into consideration when choosing the implementation weekend: timeframe needed to take down, test, and bring up the system; also this upgrade is needed in order to move forward with other projects like the implementation of PS Financial Aid. Other members of the committee had expressed their concern regarding these dates, but they understood the implication of delaying this project.

Carlos shared some of his main concerns regarding the system being down: 1) Students won't be able to enrolled in classes for four days (this is especially crucial because of all the problems we've had in the past with registration/enrollment); 2) Counselors won't be able to clear prerequisites for students that show up at the last minute; 3) Transferring student won't have access to transcripts.

President Webb suggests coming up with solutions to minimize the negative impact of the implementation of this project. The online impact would be the same no matter when we choose to implement. The key to the success of this project is communication and notifying our students about the timeframe of when the system will be down. We also need to come up with tools that can be used at the colleges to assist students during this time.

Carlos understands all of these factors, but he is concerned that there was not input from the counselors. The communication might have happened at the top, but it did not get to the colleges. President Ambriz-Galaviz missed the meeting when the date was selected and how the Financial Aid implementation was crucial to this project. All of this information would have made things more clearly to the counselors.
AVC Madlock’s team shares all the information coming out of these meetings via meeting minutes. President Webb encouraged everyone to be more proactive regarding emails. She also suggests making sure someone from each college is able to attend in person or by phone in order to keep up with all the information coming out of these meetings.

AVC Madlock took some of the blame for not communicating directly with the counselors. When projects like this one take place, he likes to attend different committee meetings at the colleges to give updates. We had such a short timeframe from the planning to the implementing phases that he was unable to do so.

Carlos suggests asking our Marketing Department to assist with the communication amongst the different groups of stakeholders of this project.

Starting next week, meeting agenda and minutes will be posted to the IT site that has been created to provide updates on the upgrade.

**IV. Open Forum**

| All | Students have not been to attend the Steering Committee meetings because Student Council meets every other Thursday. Mark Wilson will work with Jeff Heyman to keep communication going on the days students cannot attend. We will keep the same time and date for the meetings. |
| AVC Madlock reported that the district had a pre-bid conference for the Financial Aid project. There are five vendors who have submitted questions as part of the pre-bid process. Student Services have provided the answers for the vendor. The bid will close on April 23. A Selection Committee will be formed in order to choose the vendor. AVC Madlock explained the situation of our current Financial Aid system and why this implementation is crucial. He thanked AVC Esquivel-Swinson and Director Nicholes for their assistance with gathering the requirements for this project. These requirements showed why this project was not successful in the past. |

**Adjournment:** 5:05 pm

**Next meeting:** April 18, 2013, 4:00 pm – 5:00pm

General Services Conference Room