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

Chair: Calvin Madlock  
Present: Teresa Chan, Michael Dioquino, Adela Esquivel-Swinson, Jeff Heyman, Ranell Holmes, Patricia Lyon, Calvin Madlock, Gary Nicholes, Mike Orkin (CCC Confer), Fred O’yang, Sheryl Queen (CCC Confer), Karolyn van Putten, Sarah Schrader, Charlotte Smith, Elnora Webb (CCC Confer).

<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: 4:05 pm</td>
<td>Minutes were reviewed and approved.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| I. Review and Approval of Minutes  
AVC Madlock | | | |
| II. Language Development for Communication Plan  
Jeff Heyman | Mark Wilson and Jeff Heyman met to come up with the language for the communication plan. Jeff shared the language (Core Message and Social Media Message) and asked for feedback. He suggests using midnight instead of 12:00 am to avoid any confusion or state 3am. 

It was suggested to use PROMT and PASSPORT instead of PeopleSoft Student Applications. 
The language provided by Jeff is for the landing pages. More detailed information would be found on the IT website (landing pages should provide a link to the IT website).

This draft language will be sent via email to the Steering Committee for everyone to provide input. Deadline for input will be Tuesday, April 9, 2013 by 9:00 am.

AVC Madlock mentioned that the Student Ambassadors’ group from BCC has volunteered to assist with the YouTube videos. | | | |
| III. Testing Schedule/Status  
Ranell Holmes/Michael Dioquino | No status report was sent out this week. 
Ranell Holmes received some reports from the leads of each user group and based on these figures Human Resources (HR) is 50% competed, Payroll is 75% | | |

Page 1 of 4
completed and from Student Administration (SA), Student Financials is 50% complete, no reports have been received from the other areas within Student Admin. Financial Management (FM) only needs to test for integration.

A&R has had issues with authorizations and cannot complete testing when users keep getting kicked-out of the system.

Teresa Chan mentioned that the integration broker has been fixed. This could have caused some of the access issues. With this being fixed, FM can go back to testing for integration.

AVC Madlock will identify a contact person in IT that will be available by phone so testers can report any issues right away (no FootPrints ticket necessary).

Charlotte Smith will have a testing report for AVC Madlock by Monday, April 8. Sheryl Queen will identify contact people for each area of the SA and will report on percentages of testing that has been completed by Friday, April 5.

Ranell Holmes will reach out to Benefits. They are starting their testing next week.

Sarah: Need to add testing for the credit card process (Student Financials). The vendor we currently use is also going through an upgrade and we need to make sure their upgrade works with our PeopleSoft upgrade. Kit Hui has been in working on this; Bhushan Kumar and Jesus Chanlatte have also been part of the conversation.

Charlotte Smith reported that testing for transcripts is also needed. AVC Madlock will assign someone to work with her on testing transcripts.

The expectation is for everyone to work on testing for a full solid week. IT is committed to supporting all users/testers. The following week is for IT to work on fixes and Friday, April 26 is when we need to sign-off all testing.

AVC Madlock introduced Michael Dioquino, the new Director of Technology Services. He will be working on a test sign-off sheet.
Michael Dioquino explained that in a lot of projects like this one, testing is critical. Testing sign-off is important for accountability purposes. We want to make sure everyone is doing his or her part and that everything gets documented. Area managers will confirm that everything has been tested according to their specifications and that IT has resolved all the issues based on those specifications. Michael would like for the Steering Committee to decide who will be signing off these documents. All these documents will be used in project closing.

VC Orkin would like to see a clear distinction between functional testing and IT testing in the testing sign-off document.

All areas/modules need to be tested because we are also setting up a new portal.

Fred O'yang asked if any outstanding errors would be tested prior to April 15 or if they'll be tested after all the fixes have been done. AVC Madlock explained that IT will be troubleshooting any errors that get reported, but the week of April 15 is for IT to be fully committed to fixing errors.

We will do two (2) dry runs in May. At the next meeting the Steering Committee needs to identify who will be doing validation testing on Sunday, May 19. The go/no go decision needs to happen before validation. The go/no go decision is to identify any IT issues, getting those issues fixed, and getting approval from the Steering Committee on those fixes. Validation could start on Saturday and will continue through Sunday.

AVC Madlock will be working on a Contingency Plan (if something does not work, we will go back to the old system). The Contingency Plan still requires validation.

AVC Esquivel-Swinson mentioned that counselors at Merritt College are not in agreement with the dates selected for the upgrade. AVC Madlock has a scheduled phone call with President Ambriz-Galaviz to discuss the concerns from Merritt College. He will report back at the next meeting.

| IV. Review of Deployment Plan | This item was discussed as part of the previous item. |
AVC Madlock
AVC Madlock will be making corrections to the Deployment Plan.

Karolyn van Putten asked if there is a training plan in place. AVC Madlock has been in talks with Oracle about demos and he has received suggestions through DTC about doing documents/demos comparing the systems (identifying how things were done in the old version and how to do them in the new version).

V. Open Forum
All

- The time we have setup for these meeting does not work for the student group. Every other week they have Student Council Meetings. AVC Madlock has asked for day/time suggestions from the students. We will discuss the possibility of a new day/time for these meeting next week, when students are present.

- IT accomplished a big milestone this week by getting the integration broker fixed.

- Bhushan Kumar will be available for any issues regarding testing on the SA side, please reach out to him if you need any assistance.

- Revisions were made to the Roles and Responsibilities Matrix.

- AVC Madlock shared the Standish Group Survey on 'Top Causes of Failed Projects'

- IT got the old CCC Apply system working with the PeopleSoft 9.0. Thanks to AVC Esquivel-Swinson IT got a contact person and documentation for the new CCC Apply and IT held a meeting regarding the technical aspects for this project.

Adjournment: 5:10pm

Next meeting: April 11, 2013, 4:00 pm – 5:00pm
TBD