Peralta Community College District  
PeopleSoft (9.0) Upgrade – Steering Committee Meeting Minutes  
General Services Conference Room  
March 14, 2013 (4:00pm – 5:00pm)

Chair: Calvin Madlock  
Present: Teresa Chan, Adela Esquivel-Swinson, Ranell Holmes, Sadiq Ikharo, Patricia Lyon, Calvin Madlock, Gary Nicholes, Mike Orkin (CCC Confer), Sheryl Queen, Sarah Schrader (CCC Confer), Karolyn van Putten, 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>
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<tr>
<td>Meeting Called to Order:</td>
<td>4:05 pm</td>
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| I. Review and Approval of Minutes  
AVC Madlock | Minutes were reviewed and edited. | | |
| II. Communication Plan  
AVC Madlock | This item was discusses as part of the Deployment Plan. | | |
| III. Deployment Plan  
AVC Madlock | The Deployment Plan has three main areas: Pre-deployment Activities, Deployment Activities, and Post Deployment Activities.  
AVC Madlock is only presenting a brief version of the Deployment Plan.  
1. PRE-DEPLOYMENT ACTIVIES:  
a) Testing:  
• Ranell Holmes is working with testers and he is also creating a testing plan.  
• End-user testing will be extended through April 30. This part of the project includes moving all PS modules to a test environment and allowing end-users to test all modules.  
• Errors during testing need to be reported one by one as they occur. Please don't wait to submit all errors at once.  
• VC Ikharo submitted the names of two of his staff that can assist with testing of Finance modules.  
• Areas being tested: SF, Payroll, HR, Benefits, and SA.  
• Educational Services has been working on building test scripts and they will be reaching out to several groups (counseling, faculty, student services, office of instruction) to assist with the testing of specific modules.  
• Financial Aid will not be tested, but staff in the Financial Aid offices will | | |
need to test the system to ensure they have access to the necessary modules.
- DSPS, EOPS and other special populations/programs will be included to test their interfaces.

b) Procuring Assistance for A&R:
At a previous meeting, Charlotte Smith brought up the importance of providing A&R with extra assistance during deployment, as they will have to do some manual processes. AVC Adela Esquivel-Swinson will be in charge of identifying their needs and she will communicate those needs to this committee. She will be replacing VC Orkin in some of the Deployment Plan Activities.

c) Communication Plan:
- Need to develop the language that will be used in all announcements. It was suggested that the Marketing Department should be in charge of this task. AVC Madlock will reach out to Jeff Heyman.
- AVC Madlock will come up with a Communication Plan Matrix and he will send it out before our next meeting.
- The Communication Plan will include communication to staff and students.
- The Student Council is meeting at the beginning of April at Laney College. VC Orkin will be attending this meeting and he can bring some information to the students. VC Ikharo suggests establishing communication with students prior to this meeting.
- Karolyn van Putten suggests getting Student Trustees involved in the Communication Plan.
- Student Trustees will be added as members of the Steering Committee.

d) District Administrative Tasks:
- VC Gerhard will be making the official announcements at the Chancellor's Cabinet meetings.
- It was suggested to add a page to the IT website with information/updates regarding to this project. Also, Marketing can link to this page. VC Orkin will talk to AVC Madlock regarding the creation of this page.
- Need to delay the creation/disbursement of grade rosters.
- Social media campaign (Facebook and Twitter) to notify students about deployment.
• Notification on college websites can be done through their web masters: Danny Beesley (Laney), Alexis Alexander (Merritt), Fabian Banga (Berkeley), and Jane McKenna (Alameda). Will need to check with President Jackson, as Jane McKenna might be on maternity leave.
• Need to put notification on both portals (PASSPORT and PROMT).
• This committee will approve all the notification information that will go out.

e) Campus Administrative Tasks:
• College presidents will notify counselors and faculty
• General Services will do banners that can be distributed to the colleges' facilities personnel (utilities and engineers)
• College presidents will assist with information on the plasmas in the Student Centers.
• AVC Madlock was approached by one of the Student Trustees to let him know that they would like to have more student representation at this body.
• Student email is not the most efficient way of communication; Mark Wilson is planning a social media notification campaign through his Social Media class. He will work with Jeff Heyman.
• The Associated Students of Laney College (ASLC) has their own Facebook page and Mark Wilson has identified close to 30 Peralta Facebook pages. Need to find out who manages all these pages and include them in the communication plan.
• The memo that goes out to faculty regarding their Grade Roster should also include information alerting them to the fact that Grade Rosters will not be available until later. (A&R will determine the specific date.)

f) Information Technology (IT) Technical Tasks:
We will need to cut-off the interaction of third party applications. There will be pop-up notification that will alert the user.

2. DEPLOYMENT ACTIVITIES:
• IT will need to prepare the technical environment and this will be a big task.
• IT and/or Oracle will conduct demos to show the difference between 8.9 and 9.0
**3. POST DEPLOYMENT ACTIVITIES**
- The Technical Infrastructure Validation is to make sure that everything is working.
- The function module validation is for users to test and make sure all modules are up and running.
- The User Acceptance Signoff gives the ok from users/testers.
- The decision to whether or not to go-live will be based on a check list that will require the approval of several people.

AVC Madlock asks for everyone to review all the tasks listed in the Deployment Plan and let him know of anything else that might be missing. This is a living document that will be edited as we move along this project.

Also, revise the dates established for each task and make recommendations if you consider the dates are not realistic.

Each department needs to start thinking of staffing needs for the deployment weekend and make necessary arrangements (over-time and/or comp time) based on bargaining union agreements.

We'll make sure that everyone responsible for a task is aware of their responsibilities and timelines, as others affect some activities.

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<th>IV. Open Forum</th>
<th>AVC Madlock will be presenting an update on the IT Strategy to the Board at their next meeting. IT has about 31 approved projects.</th>
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<tr>
<td>All</td>
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<td>Adjournment:</td>
<td>5:00pm</td>
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<tr>
<td>Next meeting:</td>
<td>March 21, 2013, 4:00 pm – 5:00pm</td>
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