**Peralta Community College District**  
**PeopleSoft (9.0) Upgrade – Steering Committee Meeting Minutes**  
**General Services Conference Room**  
**March 5, 2013 (3:00pm – 4:00pm)**

Chair: Calvin Madlock  
Present: Debbie Budd (CCC Confer), Teresa Chan, Ron Gerhard, Ranell Holmes, Jannett Jackson, Sadiq Ikharo, Patricia Lyon, Calvin Madlock, Gary Nicholes, Mike Orkin, Jo Ann Phillips, Sheryl Queen, Charlotte Smith, Elnora Webb, Mark Wilson

### Agenda Item and Presenter(s)

<table>
<thead>
<tr>
<th>Agenda Item and Overview</th>
<th>Discussion</th>
<th>Follow-up Action</th>
<th>Decisions</th>
</tr>
</thead>
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| **I. Introduction and Overview**  
AVC Madlock | The steering committee group will help govern the implementation of the PS Upgrade Project.  
AVC Madlock explained that this project is part of the IT Strategy. PS has not been upgraded since its original implementation and it's a very important project for the District. All members of this committee are vital in the success of this project.  
The implementation of PS Financial Aid will have the most impact based on the success of this project. | | |
| **II. Current Status**  
AVC Madlock | We will be updating HRS and Campus Solution modules.  
IT is doing interface testing (testing all the components that work/interact with PS). We are also starting to do end-user testing, which will go on until April 2013. Consultants were hired to create test scripts and they have completed this task.  
At the moment we are working with end-users from Finance and Admissions & Records. Ranell Holmes and his team will be putting together a Testing Plan, which will include test forms. End-users from other departments and the colleges will also be involved.  
IT is also preparing the production environment. AVC Madlock is working on a deployment plan, which includes every single task that we will do on deployment day and every task will be assigned to a specific person.  
Deployment will take 72 hours. PS will down on a Thursday night (end of week) | | |

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Page 1 of 3
Some of the dates being considered for the implementation are linked to the implementation of Financial Aid. In order to be able to implement FA for Fall 2014, we need to deploy the PS Upgrade no later than June 6.

There are a lot of competing dates and we are trying to look at the best possible time for all parties involved. Need to look at Admissions & Records dates, but also at Payroll dates. Also, need to take into consideration that the rollout of FA requires 16 to 18 months.

The implementation of FA has a limited window due to Federal disbursement dates. If we missed the January 1, 2014 window, the FA implementation will be pushed back to Fall 2015.

The team agreed that the weekend of May 16 – 19 is the best option to do the upgrade with as minimum disruption as possible.

Admissions & Records will need assistance to process Grade Rosters manually (A&R should inform this committee what resources they will need in order to minimize risks).

Grade rosters will have to be opened later in the semester and faculty will need to be notified (once grade rosters are made available it will be in the upgraded version of PS).

PS will be shut down on Wednesday, May 15 at 6pm (end of business day), Sunday, May 19 is for validation, and the system comes back up Monday morning at 8:00 am, May 20.

Need to start working on Communication Plan to inform faculty and students that the system will be down. All of this will be part of the Deployment Plan. Need to include Jeff Heyman as part of the team in the Communication Plan.

Counselors will not be able to work on Thursday, May 16.

President Webb asked Mark Wilson to go back to the student groups at the
colleges and ask for recommendations as to how we can send out notifications to students regarding the PS Upgrade. President Webb suggests using social networks (Facebook, Twitter), Automated SARS System, banners/sandwich boards at the colleges, splash screen or banner on PASSPORT.

Other suggestions are for faculty to make announcements in class. College Presidents can assist with this. Also, create a pop-up message that comes up each time a student logs in to PASSPORT. Additionally, it was suggested that Alertify be utilized – as this would be a good “test” platform.

VC Ikharo mentioned taking necessary precautions from the facilities point of view. He will ensure that the power generators are ready in case of power outages.

The official announcement about the deployment will be made at the next Cabinet meeting and a formal announcement will follow after that.

AVC Madlock will have the deployment plan at our next meeting (he will send it out before the meeting for review).

Next meeting will be Thursday, March 14 at 4:00 pm. Location TBD.

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<tr>
<th>III. Project Plan</th>
<th>A) Risk Management; Constrains; Assumptions; and Testing</th>
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<tbody>
<tr>
<td>AVC Madlock</td>
<td>To be discussed at the next meeting.</td>
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<tr>
<th>IV. Deployment Plan</th>
<th>A) Training</th>
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<th>V. Open Forum</th>
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<tbody>
<tr>
<td>Adjournment:</td>
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<tr>
<td>Next meeting:</td>
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