

Fridays @ FIRST Memo

To: CUNY FIRST Campus Communication Liaisons
cc: Campus Executives, CUNY FIRST Core Team

The lion-share of our work this week was continuing to meet our goals for our pillars – Student Administration (Campus Solutions), Finance and Human Resources (Human Capital Management) and continuing to refine our work for Training and our Support Network for Help Desk.

We met Wednesday with the CUNY FIRST Steering and the IT Steering Committees for a Project Update, to provide an overview on HCM and its Conceptual Solution Design document (more on that below), and a look at current issues. There was also an introduction to the Campus-based tasks that will be presented to the Project Management Liaisons at their meeting a week from today (Friday, January 25th).

Dr. Linda Shatzer, our Organizational Readiness Manager and Jim Russell, our Academic Integration Manager, described the Help Desk for CUNY FIRST. A key component of the Help Desk is to build a knowledge base of known and expected questions for help desk personnel. That knowledge base will be available to all users via the web that will be operational once the systems are implemented.

From around the pillars:

- **Finance:**

- Now that we are in construct phase for General Ledger, selected Subject Matter Experts are being introduced to CUNY FIRST General Ledger processes, doing configuration work with real CUNY data. Those sessions will continue Tuesday and Wednesday for selected finance experts from Baruch, Brooklyn, City, City Tech, John Jay, Hunter, Lehman and York Colleges and from Bronx, LaGuardia, Kingsborough and Queensborough Community Colleges and the Graduate Center and Graduate School of Journalism and the School of Professional Studies.
- We continue to refine the list of users for General Ledger training with just a few campuses remaining to send their lists.
- We're continuing to populate our Chart of Account fields with University and college data with completion targeted for February.

- **HCM – Human Resources**

- Today was the deadline for HR Liaisons and Campus Executives to provide feedback for the Conceptual Design of the Base HR and Talent Acquisition Management systems. That feedback will move us toward fine tuning the HR processes available to CUNY staff. The next step parallels the work being done in Finance, where we go from design to development.

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- **CS – Student Administration**
 - In parallel with the work for our Vanguard Colleges (Queens and Queensborough), Oracle and CUNY continued to gather information necessary to make a decision on a Financial Aid solution. That analysis is scheduled to be completed today and presented to the Project Leaders next week.

- **Operational**
 - The CUNY FIRST system will be operated by Oracle at its facilities in Atlanta, Georgia. It will be accessed by the user via the internet with appropriate security. The installation of the data lines needed for the project is currently in progress and is to be completed at the end of January.

- **Academic Integration**
 - We continued our campus visits with Faculty Chair Liaisons this week at Kingsborough CC. The purpose is to create a Faculty Tool Kit to use when they are using CUNY FIRST. We are asking these liaisons to gather information for the various needs they have so that we can make available to them the information and reports they want at their campuses. Next week we'll meet with the liaison at City College

- **New Communication Liaison at Hostos**
 - We have a new Communication Liaison at Hostos Community College. She is Gissette Forte. Gissette works in the office of the Senior Vice-President for Administration and Finance Esther Rodriguez-Chardavoyne. Welcome to the CUNY FIRST team.

Reminder: CUNY is closed Monday for the Martin Luther King, Jr. Birthday Holiday.

Campus Project Management Liaisons will meet Friday at 555 West 57th Street in the 14th floor conference room from 9:30a – 12:30p.

Have a good weekend.