CAR Reporting
August 2019
Updates

Updated August 28, 2019
Project Name: Intentional Pathways for Students

Prepared By: Lynn Disbrow

Date Prepared: August 20, 2019

Status: Complete

Accomplishments This Month

- Focus Areas updated in Banner
- All incoming undeclared students selected a focus areas
- Orientation materials developed
- Website developed

Plans For Next Month

- Monitoring
CAR Lead: Jeff Delaney

**Project Name:** Review of Scheduling Process/Systems

**Prepared By:** Rifka Mayani

Date Prepared: August 12, 2019

Status: On Hold

### Accomplishments This Month

- EMS (Improving the User Experience) - Continued clean up on event types, statuses and reporting
- Advised by CAR leadership to maintain focus on clean-up tasks from the EMS health check until further direction

### Plans For Next Month

- Continue to prioritize and address clean-up and close-out tasks from the EMS health check
Project Name: Intranet/Other Internal Communications Tools

Prepared By: Alice Wheelwright
Date Prepared: August 19, 2019

Status: Planning/ On Track
Deadline: October 2019

Accomplishments This Month

- Hired new Digital Content Specialist in order to further improve OwlTV and I-75 sign content monitoring and management.
- Began executing internal communication plan recommendations to support further communications from the Provost and the President’s offices. Securing contract with master calendar vendor to support new communications’ elements.

Plans For Next Month

- Launch new internal communications elements in late September or early October.
CAR Lead: Lesley Netter-Snowden

Project Name: Marietta Parking Lot Addition

Prepared By: Lee White

Date Prepared: August 13, 2019

Status: Complete

Accomplishments This Month
- Paving, and striping completed
- Signage installed
- Final Walk-through completed
- Landscaping and grounds work completed

Plans For Next Month
- Project Complete
Project Name: Marietta Student Center Renovation

Prepared By: Gloria Laureano  
Date Prepared: August 20, 2019

Status: On Hold

Accomplishments This Month

- Pending Funding and an update from the Campus Master plan

Plans For Next Month
**Project Name:** KSU Budget Review Process

**Prepared By:**  
**Date Prepared:**

**Status:**

<table>
<thead>
<tr>
<th>Accomplishments This Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Report for August not received</td>
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**Plans For Next Month**
CAR Lead: Karen McDonnell

**Project Name:** Class and Comp Structure

**Prepared By:** Karen McDonnell  
**Date Prepared:** August 18, 2019

**Status:** Delayed

<table>
<thead>
<tr>
<th>Accomplishments This Month</th>
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<tbody>
<tr>
<td>• Continue to adjust the structure as new positions come up or as department heads identify issues</td>
</tr>
<tr>
<td>• Finalized over 600 job descriptions in the library that have been market priced and validated</td>
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<tr>
<td>• Hired new Compensation Director, start date 8/26</td>
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<tr>
<th>Plans For Next Month</th>
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<tbody>
<tr>
<td>• Finalize job description for any identified missing positions, market price and add to comp structure</td>
</tr>
<tr>
<td>• Publish Job Description Library</td>
</tr>
</tbody>
</table>
Project Name: Class and Comp Equity Study

Prepared By: Karen McDonnell             Date Prepared: August 17, 2019

Status: Complete

Accomplishments This Month

- Due to budgetary constraints, class and compensation equity will be evaluated on a case by case basis.
**Project Name:** Department-Specific Onboarding

**Prepared By:** Karen McDonnell  
**Date Prepared:** August 17, 2019

**Status:** On Track  
**Due Date:** December 2019

**Accomplishments This Month**
- Kick off meeting for Orientation day 2 and beyond
- Identified specific areas of focus
- Team charter completed
- Discussed Project Manager addition to team to ensure progress

**Plans For Next Month**
CAR Lead: Jeff Delaney

**Project Name:** Housing WiFi for Marietta and Kennesaw Campuses

Prepared By: Davide Gaetano, Jim Herbert  Date Prepared: August 9, 2019

Status: Phase 1 – Complete, Phase 2 – Complete

<table>
<thead>
<tr>
<th>Accomplishments This Month</th>
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<tbody>
<tr>
<td>• Vendor completion of infrastructure buildout and installation</td>
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<tr>
<td>• New residential wireless/internet service launched (8/9)</td>
</tr>
<tr>
<td>• Rollout and enrollment of existing and new students (to begin during move-in)</td>
</tr>
<tr>
<td>• Perform any remaining network cleanup and transition administrative functions to KSU network</td>
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<tbody>
<tr>
<td>• Address any unforeseen transition issues</td>
</tr>
<tr>
<td>• Move to monitoring state and close project</td>
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</tbody>
</table>
Project Name: Business Process Automation – BPA Solution

Prepared By: Rifka Mayani and Jim Herbert
Date Prepared: August 12, 2019

Status: On Track
Due Date: December 2019

Accomplishments This Month
- Met with vendor’s project manager for pre-kickoff project and resource planning
- Project will be broken down into two phases:
  - Phase 1: Ethos data integration services implementation (target go-live December 2019 – This will provide the interface between Banner (and other select systems) and the Business Process Automation workflow engine
  - Phase 2: Workflow engine implementation

Plans For Next Month
- Kickoff phase 1: Ethos data integration services implementation
Project Name: Training for Procurement Staff

Prepared By: Donna Bertrand

Date Prepared: August 19, 2019

Status: On Track

Accomplishments This Month

- Held first two trainings which resulted in feedback and dialog from procurement team which has led to additions to the KSU Purchasing Manual.
- P-Card Administrators and CUPO attended USG and DOAS mandatory P-Card training session.
- Procurement team attended DOAS led trainings on eSource, RFP Series and Contract Administration.

Plans For Next Month

Project Name: Procurement Process Improvement Plan

Prepared By: Catherine Ice

Date Prepared: August 19, 2019

Status: On Track

Accomplishments This Month

- Website updates are ongoing.
- Procurement team met with Jen Wells to hear the results of the Focus Groups. Each team member was asked to select their top three items from the Focus Group feedback so that we can discuss prioritizing Procurement’s next steps for process improvement.
- Met with Procurement Advisory Committee on Friday, 8/16/2019. Madhavi handed over direction of this meeting to Catherine, to continue the improvements started.
- Drop-In Sessions continue. Procurement met with Public Safety on August 16th.
- CUL trainings continue in September.

Plans For Next Month

- Issue highlights on website and via email to ePro users “Did you know”, as recommended by Dr. Wells.
Project Name: Concur – Live Training

Prepared By: Sandy Cagliani  
Date Prepared: August 19, 2019

Status: On Track

### Accomplishments This Month

- Drop-In Training Sessions - July 16, 2019 in Kennesaw and Marietta.
- Travel Training at CETL at New Faculty Orientation - August 13, 2019.
- Quarterly live Concur training scheduled and added to OwlTrain and website.

### Plans For Next Month

- Drop-In Training Sessions August 20, 2019 Kennesaw and Marietta. Infrequent travelers continue to receive notifications and tips before and after travel.
- Bagwell College of Education – Presentation to Dean, Associate Deans and Chair meeting on August 22, 2019.
- Continue to schedule department meetings.
- Education Abroad faculty and staff training to prepare for use of Concur in EAO expense reporting.
Project Name: Concur – Online Training and Assistance

Estimated Cost: $0

Prepared By: Sandy Cagliani

Date Prepared: August 19, 2019

Status: On Track

### Accomplishments This Month

- Non-Employee Travel information added to website to include Students, Performers and Lecturers, and Job Candidates.
- New videos added for Expense Reports; [http://travel.kennesaw.edu/](http://travel.kennesaw.edu/)
  - Create a Report Header and Itinerary
  - Import and Enter Expenses
- Revised web pages for Travel Forms and Resources for clarity.
- Updated FAQs for renting a car for in-state, out-of-state and international travel.

### Plans For Next Month

- Revisions to Check Lists under How-To Guides.
- Creation of Best Practice content.
- Publish short training videos specific to Kennesaw State University travelers by topic to answer questions on the top five (5) challenges, such as creating the travel request, air travel booking, or car rental cost comparisons with online views of Concur navigation.
Project Name: Concur – Next Gen

Prepared By: Sandy Cagliani

Date Prepared: August 19, 2019

Status: On Hold

Accomplishments This Month

Plans For Next Month

- Travel Manager to attend SAP Concur Fusion Exchange – August 27, 2019. Expect any updates from Concur regarding the status of NexGen User Interface upgrade.
CAR Lead: Jackie Quiroga

Project Name: Policy – Electronic Document Control

Prepared By: Paula Bechtler Date Prepared: August 23, 2019

Status: Complete

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<tr>
<td>• KSU’s instance of the PolicyTech software package was launched on August 9, 2019 and can now be viewed by visiting <a href="https://policy.kennesaw.edu/">https://policy.kennesaw.edu/</a> and clicking on Policies. Existing policy documents were successfully ported over from the previous system.</td>
</tr>
<tr>
<td>• Individuals who wish to view current policies may notice an altered user interface.</td>
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<tr>
<td>• New policy drafts will now be managed through the system by applying approval workflows to the process. The software will also aid in proper revision control and will retain archived revisions for reference.</td>
</tr>
</tbody>
</table>
Project Name: Policy – Training Materials

Prepared By: Paula Bechtler
Date Prepared: August 23, 2019

Status: On Track

Accomplishments This Month

- Training materials were disseminated to the system administrators during multiple training sessions back in the spring. Those individuals will be utilizing the system to create and route policies through workflow channels. Training materials are not necessary for the majority of faculty and staff who want to simply view policies.

Plans for Next Month
CAR Lead: Jackie Quiroga & Alice Wheelwright

Project Name: Policy – Communication Plans

Prepared By: Paula Bechtler
Date Prepared: August 23, 2019

Status: Delayed

Accomplishments This Month
- The Director of Policy has developed a communication plan to announce policy revisions to campus via emails to the following constituencies:
  - KSU faculty and staff web editors who maintain websites containing links to specific policies, which need to be updated.
  - Policy Process Council
  - Departments maintain the employee and faculty handbooks, undergraduate and graduate catalogs.

Plans For Next Month
- Complete email communications to groups listed above.
- Disseminate a go-live message will be sent to the larger campus community via KSU Today.
CAR Lead: Karen McDonnel & Brenda Stopher

Project Name: Employee Engagement

Prepared By:    Karen McDonnell     Date Prepared:   August 17, 2019

Status: Delayed

### Accomplishments This Month

- Subcommittees formed for the following target areas:
  - Communications
  - Career Paths
  - Benefits/Perks
  - Employee Recognition and Appreciation
  - Two Campuses/One KSU
  - Diversity and Inclusion

- Kickoff meeting scheduled for all but Diversity and Inclusion. That work group will launch in September, allowing our new CDO to get acclimated to campus first.

### Plans For Next Month

- Subcommittees to begin to work on proposing action plans.
Project Name: KSU Brand Refresh

Prepared By: Alice Wheelwright
Date Prepared: August 19, 2019

Status: Complete

Accomplishments This Month

- Brand launched on August 19th with two, well attended launch events on the Kennesaw and Marietta campuses.

Plans For Next Month

- Continue to produce new creative and monitor campaign progress and results.
**Project Name:** Strategic/Prioritized Hiring

**Prepared By:** Karen McDonnell  
**Date Prepared:** August 17, 2019

**Status:** On Track

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<td>• Hired new recruiter to address bandwidth issues.</td>
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<tr>
<td>• TAM team met with EEO/Title IX to discuss search training for leaders on campus.</td>
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<tbody>
<tr>
<td>• Hiring policies created and begin shared governance review</td>
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<tr>
<td>• Search training launched</td>
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Completed Projects

Project Name: One Community Council Meetings
Prepared By: Alice Wheelwright
Status: Complete

Project Name: KSU Today (formerly KSU Inform 2.0)
Prepared By: Alice Wheelwright
Status: Complete

Project Name: Marietta Campus Life Space
Prepared By: Gloria Laureano
Status: Complete

**Measures of Success for Outdoor seating:** Additional informal gathering space available for students near the Wilson Student Center, and with carpet project completed, the “living room” of the campus in the Wilson Center makes it more of a welcoming space where students can gather and engage in conversation or just study.

Project Name: Marietta Rec. Opportunities and Facilities
Prepared By: Gloria Laureano
Status: Complete

**Measures of success for open field:** Programming has been planned for and will be in full use during spring 2019.
Project Name: Marietta Rec. Opportunities/Facilities – Feasibility
Prepared By:  Gloria Laureano
Status: Complete

Project Name: Compensation Policy
Prepared By:  Karen McDonnell
Status: Complete

Project Name: HR Academy  Estimated Cost: $22,000
Prepared By:  Karen McDonnell
Status: Complete

Project Name: New Manager Training
Prepared By:  Karen McDonnell
Status: Complete

Project Name: Transform Electronic Workflow
Prepared By: Rifka Mayani
Status: Cancelled

Project Name: DocuSign Electronic Signature  Estimated Cost: $70,000
Prepared By: Rifka Mayani
Status: Complete
Project Name: Adult and Commuter Tracking System  Estimated Cost: $500
Prepared By: Bob Mattox
Status: Complete

Project Name: Co-Curricular Credentialing Model  Estimated Cost: $16,000
Prepared By: Bob Mattox
Status: Complete

Project Name: Assessment of Career Planning Offerings for Grad Students
Prepared By: Ana Baida
Status: Complete

Project Name: Launching PeopleGrove Mentorship Platform
Prepared By: Jyll Kafer
Status: Complete
Measures of Success:
- Post Launch registered Alumni Users to-date - 630
- Student users to date- 568

Project Name: KSU Purchasing Manual
Prepared By: Catherine Ice
Status: Complete

Project Name: Procure to Pay Matrix
Status: Complete
https://fiscalservices.kennesaw.edu/procurement/docs/Procure_to_Pay_Matrix.pdf

Project Name: Procurement Process Flowcharts
Status: Complete

Project Name: University Contract Listing
Status: Complete

Project Name: Service Level Agreement Dashboard
Status: Complete
https://fiscalservices.kennesaw.edu/procurement/sla/sla_reporting/current_sla.pdf

Project Name: Procurement Advisory Council
Status: Complete

Project Name: Momentum Year – Graduation Coaches
Prepared By: Lynn Disbrow
Status: Cancelled