

Meeting NSS Campus Implementation Team

October 23, 2002

Sharon Blanton – Meeting Facilitator

Members Present:

Sharon Blanton	Linda Hughes
Ruby Miller	Debbie Kushibab
Dee Shipley	Mike Rooney
Emma Walters	John Weser
Trina Larson	Pat Serrano
Mary McKeever	Liz Bahe
Anne Mello	Linda Fuchs
Yira Thorne	Carole Teel

Members Absent

Fran Watkins
Dean Hermanson
Stacy Curtis
Pat Chandler
Liz Ketterman
Barbara Bentz

Sharon Blanton called for updates by the Sub Committees. All sub committees were present. Shadow Systems, Training, Security, and Change Management.

The SCC College Implementation Team website for the New Student System was revealed and everyone encouraged to:

- visit and evaluate it for any revisions
- to encourage co-workers to visit it for updates in a continuing effort to have the whole campus involved in the change over to the new system.

Dee Shipley gave an update on the SIC meeting that she attended. SCC is the front runner in preparing for the new student system that all others will model after. She handed out a CEC Brief which the committee should read and give feedback on. There will be a template made available soon for reporting purposes.

Security :

- A communication plan was discussed. It was discussed that ongoing communication snippets in the form of e-mails or newsletters be utilized to inform the campus of events as they are happening.
- Ruby Miller and Ann Mello will compile suggestions
- John Weser and Pat Serrano will disseminate information to the Division/Department Chairs and the Faculty Senate as it becomes available.

Training: Emma Walters reported the training plans are as follows:

Phase I to start November 4, 2002

- 11/5/2002 - Change Management – Workshops for Student Service Managers
- 11/6/2002 - Ferpa - Pilot workshop for Training Team

- Training materials were purchased from Custom Guide - Pat Serrano and Emma Walters are compiling the training manuals
- 11/7/2002 – 11/12/2002 - Training schedule will be published
- 11/15/2002 – 11/22/2002 - Division Secretaries will have their own workshop in the spirit of togetherness to encourage others to also attend.
- Windows and Internet Explorer training will be provided by Nicki Maines and Zo Miller,
- Needs Assessment Online quiz will be developed
- Provide Certificates of Completion for each workshop

Shadow Systems: Linda Hughes discussed results of Survey.

- 141 responses to the survey
- 101 people retrieve data from SIS
- The majority of the responses reported using Excel or Word to manipulate the data
- A number of responses requested knowledge of how to copy and past data from SIS to other programs
- The committee will contact the “don’t knows” and “questionables” for more in-depth information and further investigation into unknown Shadow Systems

Technical Training :

- Need to evaluate campus workstations for upgrades and/or replacement.
- Ruby Miller will identify end user accounts to encourage training for all aspects of the new system

An update memorandum sent to Art DeCabooter, John Neibling and Ginny Stahl was distributed to the committee by Sharon Blanton and Ruby Miller. It summarized the progress of our organization.

Next meeting November 6, 2002 at 10:00am – 12:00pm in AP 218

Meeting Adjourned at 11:30am