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CONSOLIDATION IMPLEMENTATION
COMMITTEE (CIC)
July 26, 2017

Student Union, Ballroom BC
Armstrong State University
2:00 PM

I. Welcome

The meeting was called to order at 2:02 PM.

Dr. Frum welcomed the members of the CIC and the OWG co-chairs to the last CIC meeting at Armstrong. She thanked the group for their continued collaboration and progress.

Dr. Hebert also thanked the group for their hard work and progress.

II. Consolidation Business

None to report.

III. Review of OWG Recommendations on the Consent Agenda

A. OWG 9-1: Advancement Services

The following recommendation was approved by consensus of the CIC with no objections:

1. Recommends Armstrong State University and Georgia Southern University consolidate Advancement support services and Donor Relations efforts.

B. OWG 9-2: Alumni Affairs

The following two recommendations were approved by consensus of the CIC with no objections.

1. Recommends merging the Armstrong State University Alumni Association and the Georgia Southern University Alumni Association.

2. Recommends functioning as one cohesive unit, maintain physical alumni operations at the Eugene M. Bishop Alumni Center on the Statesboro Campus and in Burnett Hall on the Armstrong Campus in Savannah.

C. OWG 9-4: Data Systems

The following recommendation was approved by consensus of the CIC with no objections:

1. Recommends that the new University merge all constituent data into one CRM and that Blackbaud Raiser's Edge NXT be the solution. Currently, Armstrong and Georgia Southern use two different CRM solutions.

D. OWG 14-3: Procurement

The following seven recommendations were approved by consensus of the CIC with no objections:

1. Recommends Purchasing Management review of all Armstrong contracts extending beyond December 30, 2017, for the purpose of contacting suppliers to request transitioning the contract to the new University name. Additionally, both institution's contracts will be reviewed to determine duplication and subsequent consolidation of those contracts, in order to gain efficiencies and cost savings.
2. Recommends a central receiving operation be maintained on both campus locations to receive goods purchased for campus operations.
3. Recommends development and submittal to the Georgia Department of Administrative Services (DOAS) a consolidated Pcard plan for their approval prior to January 2018 for the new University.
4. Recommends following the USG ITS system consolidation process of A+B=A to convert Armstrong open Purchase Orders to Georgia Southern University Purchase Orders in the PeopleSoft Purchasing System.
5. Recommends continuation of mandated Georgia DOAS purchasing policies and procedures. Non-mandated purchasing policies and procedures will be reviewed and consolidated to utilize best practices for the new University.
6. Recommends implementing the USG ITS process of consolidating the two institutions purchasing systems following the previously approved model

of $A+B=A$, whereby Armstrong purchasing data will be merged into Georgia Southern purchasing data.

7. Recommends following the USG financial consolidation process of transitioning the new University to a USG shared set of vendor codes, which are maintained by USG shared Services Center.

E. OWG 14-6: Payroll

The following five recommendations were approved by consensus of the CIC with no objections.

1. Recommends each institution will separately implement ONEUSG Connect PeopleSoft HCM system in January 2018. During implementation planning, the two institutions will work together to learn and implement the new standard Shared Services Center (SSC) procedures. As part of the implementation non-SSC procedures will be identified in order to develop non-SSC procedures for the new University.
2. Recommends both institutions will independently implement PeopleSoft HCM as part of the ONEUSG Connect project in January 2018. In July 2018, the two HCM databases will be consolidated using the previously approved model of A (Georgia Southern) $+B$ (Armstrong) $=A$ (New Georgia Southern).
3. Recommends the new consolidated institution will pay summer faculty using the procedures provided by the oneUSG Connect project and administered by the Shared Services Center (SSC).
4. Recommends the Payroll to GL interface will follow the ONEUSG Connect GA First model which will be implemented by each institution in January 2018 by conversion to Peoplesoft HCM. When the two institutions PeopleSoft HCM systems are consolidated in July 2018, the established GA First model will be implemented in the new University for both the GL interface and payroll bank accounts.
5. Recommends payroll deductions and payment processes will follow the ONEUSG Connect project requirements through operations with the USG Shared Services Center. Any remaining non-standard and local deductions will be determined and implemented following implementation of PeopleSoft HCM in January 2018 but prior to consolidation of the two institution databases in July 2018.

F. OWG 15-1 Infrastructure

The following twelve recommendations were approved by consensus of the CIC with no objections.

1. Recommends creating a standard and strategic plan for Call Boxes on all of the new University's campuses.
2. Recommends establishing a central means of management and standards for all data center resources at each location. The single management and operational structure will oversee the monitoring, documentation, and policy standards for the New University.
3. Recommends establishing guidelines for data stores and database to assist system administrators. Through establishing such standards and guidelines, we will be able to assure that databases and data stores are created and maintained in a consistent manner while adhering to best practices and USG policy.
4. Recommends creating Disaster Recovery (DR) plans for critical IT systems which are determined from the consolidated IT systems inventory list.
5. Recommends evaluating requirements for a centralized firewall management solution that facilitates central management, reporting, auditing and interoperability between all campuses.
6. Recommends using the existing Life Safety monitoring solutions at all campuses. These monitoring solutions include fire, burglar and panic alarms. The Statesboro campus will continue to monitor their own Life Safety alarm system signals. The Armstrong and Hinesville campuses will continue to have an off campus monitoring service monitor their Life Safety alarm systems. This recommendation is supported and approved by OWG 20-1 (Public Safety).
7. Recommends establishing a contiguous logical network design that facilitates a combined resilient network that provides maximum uptime, service availability and security for all campuses.
8. Recommends creating a unified radio system that will provide interoperability between all Non-Public Safety campus departments currently using 2-way radios.

9. Recommends establishing a standard physical network design for all campuses that will future-proof the networking infrastructure for capacity needs, and facilitates network resiliency and redundancy.
10. Recommends merging telephone systems from each campus into a centrally managed system.
11. Recommends creating a process that disables access to IT systems for an employee that has been terminated by Human Resources.
12. Recommends establishing a single wireless solution for both campuses that will ensure Georgia Southern faculty/staff/students can access wireless and campus resources while on Armstrong, Liberty or Statesboro campus.

G. OWG 15-2: Enterprise Applications

The following forty recommendations were approved by consensus of the CIC with no objections. Please note the edit/clarifications on recommendations #3, #16, and #22.

1. Recommends that the new University use AcademicWorks as the Scholarship Management solution. This recommendation follows an A+B=A model. This recommendation originated and is supported by OWG 9-4 (Alumni and Advancement), and supported by Admissions and Financial Aid.
2. Recommends to support the access control recommendation from OWG 15-1 Infrastructure group to continue utilizing all three access control systems currently in use on the campuses with a plan to consolidate to one system over five years. The management of the three systems will remain with the departments that are currently responsible for them.
3. Recommends that the individual divisions be allowed to select the departmental accounting software to best suit their needs.

NOTE: Add the following clause (in red below) to the end of the first sentence of the rationale for clarification:

Both campuses currently allow divisions to select their own departmental account software (Quicken, Quickbooks, etc.) *with the understanding that these methods/software might be considered unofficial and not necessarily the financial system of record for the university.*

4. Recommends that the new University use Automic Scheduler for a time-based electronic job scheduler. This recommendation originated in and is supported by the Financial Aid OWG 8-2. Georgia Southern University currently utilizes Global ECS. Armstrong currently utilizes Automic Scheduler.
5. Recommends that each Auxiliary Application maintain its current method of payment processing. Each application has a separate method that is determined by the vendor, so no consolidation is possible outside of the application itself.
6. Recommends that the new University use Blumen software for TRiO programs record keeping. This recommendation originated in and is supported by the TRiO Programs OWG 16-9. This would be an adoption of an A+B=A+B model since 2 separate TRiO programs will be maintained after the consolidation.
7. Recommends that the new University continue to use MBS Systems at Georgia Southern, and Follett Higher Education at the Armstrong and Liberty campus through consolidation.
8. Recommends that the new University use hosted solution “Campus Director” for management of Greek Organization recruitment. This recommendation originated in and is supported by Greek Life OWG 17-2.
9. Recommends that the new University use IDWORKS as the primary card printing application and consolidate to one combined system for the new University.
10. Recommends that the new University use CollegiateLink (branded as “MyInvolvement”) for management of Student Organizations across all campus locations. This recommendation originated in and is supported by the Registered Student Organizations OWG 17-4. Armstrong does not currently utilize a software solution for student organization management, therefore the recommendation is for the Georgia Southern current instance to be utilized in the new University.
11. Recommends that the new University use Blackbaud Raiser’s Edge NXT as the Customer Relationship Management solution for Alumni and Advancement Services. This recommendation follows an A+B=C model. Although, Armstrong currently utilizes Raiser’s Edge, Blackbaud recommends a new instance be created for business continuity. This

recommendation originated and is supported by OWG 9-4 (Alumni and Advancement Data Systems).

12. Recommends Continuing Education Technologies of an A+B=A model where A is Georgia Southern University. This recommendation would include the tool Cvent and other technologies required for existing business processes.
13. Recommends that the new University use Credentials eTranscript Plus & RoboRegistrar for academic transcript ordering and processing. This recommendation originated in and is supported by the Registration, Degree Audit, & Graduation OWG 8-3.
14. Recommends that the new University utilize the Dining Plan Management System created at Georgia Southern for meal plan selection and application.
15. Recommends that the new University provide access to the following data sources to each of the three reporting solutions being recommended.
16. It is the recommendation of OWG 15-2 (Enterprise Applications) that the delivery of Student Ratings of Instruction (SRIs) for courses offered from the Armstrong/Liberty campuses and from the Statesboro campus will continue to utilize the same methods used respectively during the ~~2016-2017~~ 2017-2018 academic year. This means that for all courses taught on the Armstrong/Liberty campuses the SRIs delivery will use an online method and for courses taught on the Statesboro campus the SRIs delivery will use a face-to-face (paper) delivery except for courses designated otherwise. Otherwise designated Statesboro courses will deliver SRIs using the same online method used for Armstrong/Liberty courses. Any changes related to SRIs require approval of the Faculty Senate.

NOTE: Approved with correction to the academic year, from 2016-2017 to 2017-2018 (in red above).

17. Recommends that the new University use Next Gen Web Solution's Dynamic Forms as an electronic form solution for various departments. This recommendation originated in and is supported by the Admissions OWG 8-1. Both Georgia Southern University and Armstrong State University currently utilize Dynamic Forms. This implementation would follow the A+B=A model.
18. Recommends using Georgia Southern Gmail and accounts management standards/procedures for departmental, retiree, alumni, student

organization and other email accounts. A review of existing email accounts at both institutions will be conducted to determine which accounts to retain for the consolidated University. Supported by OWG 9.

19. Recommends that the new University use iModules Encompass as the Alumni/Parent online community solution. This recommendation follows an A+B=A model. This recommendation originated and is supported by OWG 9-4 (Alumni and Advancement) and is also supported by Admissions.
20. Recommends that the new University consolidate to one instance of TMA for facilities ticketing and maintenance software. This is in support of the Facilities OWG 18-2 recommendation.
21. Recommends that IT services support the implementation of any centralized faculty annual review technologies/processes that may be determined during or after consolidation.
22. Recommends that PeopleAdmin be used as the **staff and student** hiring system until the consolidation of OneUSG instances and availability of the OneUSG PeopleSoft Talent and Acquisition Management module in July 2018.

NOTE: Approved with change to insert “staff and student” before “hiring” (in red above).

23. Recommends providing the following file/document management and collaboration tools for employees of the consolidated University: Google Apps (Drive, Docs, Sites) for collaboration tools, SharePoint and Office 365 for file storage, and SAN (H: and R: drives) for individual/departmental file storage.
24. Recommends that the new University use Quali (Georgia Southern branded CloudExpress) and CITI as its Grant Management Software at all campus locations. This recommendation originated in and is supported by the Research Services and Sponsored Programs OWG 7-1 and would follow the A+B=A model.
25. Recommends that the new University use Maxient as its grievance software at all campus locations. This recommendation originated in and is supported by the Student Conduct and Academic Integrity OWG 16-5 and would follow the A+B=A model. Both Georgia Southern University and Armstrong State University currently utilize Maxient.

26. Recommends that the new University consolidate to one instance of OneUSG Connect for HRMS functions. This is in support of the HR OWG.
27. Recommends that the new University use IMLeagues intramural scheduling software. This recommendation originated in and is supported by the Campus Recreation Programming & Facility Operations OWG 17-1. This would be an adoption of an A+B=A+B model since 2 separate intramurals programs will be maintained after the consolidation.
28. Recommends that the new University use Maxient as its judicial action software at all campus locations. This recommendation originated in and is supported by the Student Conduct and Academic Integrity OWG 16-5 and would follow the A+B=A model. Both Georgia Southern University and Armstrong State University currently utilize Maxient to manage student behavior records.
29. Recommends that the new University use CourseLeaf for Academic Catalog and Curriculum Management. This recommendation originated in and is supported by the Registration, Degree Audit, & Graduation OWG 8-3.
30. Recommends that Armstrong continue to use the existing Ellucian Mobile application through spring and summer of 2018. Georgia Southern continues to use their mobile application through spring and summer of 2018. During this time this team will work with students and the functional areas that have a vested interest in the mobile applications, to determine how to proceed with providing mobile connectivity to applications deemed necessary for student engagement.
31. Recommends that the new University use AIMS as the campus Parking Enforcement, Citations, and Appeals system. This recommendation supports the recommendation of the Auxiliary Services OWG.
32. Recommends that Armstrong State University and Georgia Southern University TouchNet payment systems be consolidated into a single system in an A+B=A model where A = Georgia Southern's instance. This A instance will be comprised of all modules licensed by both institutions and deemed necessary to support the business processes of the new university.
33. Recommends that the new University use Sequoia QuadPoint as the primary campus POS system and Blackboard Transact NCR for dining locations. It is also the recommendation of OWG 15-2 (Enterprise

Applications) to support the Bursar's OWG recommendation for one consolidated BB&T Merchant Services account.

34. Recommends that the new University use Purple Briefcase for Career Content Management. This recommendation originated in and is supported by the Career Services OWG 16-1. Georgia Southern University currently utilizes Purple Briefcase. Armstrong currently utilizes College Central Network.
35. Recommends that the new University use RecTrac software for parks and recreation membership management. This recommendation originated in and is supported by the Campus Recreation Programming & Facility Operations OWG 17-1. This would be an adoption of an A+B=A model.
36. Recommends that the new University use JumpForward and Hudl as the Student Athlete Recruitment Software.
37. Recommends supporting OWG 14-5's (Bursar) recommendation to utilize TouchNet Information Systems Inc. for IRS reporting and delivery of 1098T's and the recommendation to utilize Arctic International, LLC's Glacier to report taxable income. In support of these recommendations IT services will work with the functional area to consolidate to one instance of both systems.
38. Recommends that the new University use Blackboard Transact as the campus One Card transaction system in an A+B=A model where A is the production Georgia Southern instance.
39. Recommends that the new University use the Customer Relationship Management, Hobsons Connect, in Undergraduate Admissions. This recommendation originated in and is supported by the Admissions OWG 8-1. Both Georgia Southern University and Armstrong State University currently utilize Hobsons Connect. The implementation model will be determined in conjunction with Hobsons in the near future.
40. Recommends supporting the Housing OWG in their recommendation to consolidate to one housing management system after the start of Fall 2018, to be ready for Fall 2019.

H. OWG 15-5: Banner

The following two recommendations were approved by consensus of the CIC with no objections:

1. Recommends that Banner Document Manager/Xtender remain as our document management platform, with the A + B = A model, dependent upon the Banner OWG decision (where A = Georgia Southern University and B = Armstrong State University).
2. Recommends that Georgia Southern University/Armstrong State University consolidate the Degree Works with an A+B=A model.

I. OWG 17-6: Leadership & Volunteer Programs

The following two recommendations were approved by consensus of the CIC with no objections.

1. Recommends aligning applicable processes and structure for Leadership programs on the Statesboro, Armstrong, and Liberty campuses.
2. Recommends aligning applicable processes and structure for Community Engagement programs on the Statesboro, Armstrong, and Liberty campuses.

J. OWG 17-8: Student Media

After discussion with the FA co-chairs, the following two recommendations were withdrawn from the consent agenda. The recommendations have been returned to the OWG for further discussion and clarification and should be resubmitted for approval at the next CIC meeting.

1. Recommends all student media administrative functions including budgets, training, and professional advising, be brought under the umbrella of the Office of Student Media.
2. Recommends all Student Media products be branded under the George-Anne name and look. The George-Anne will have one print publication with two editions.

K. OWG 25: Housing

The following three recommendations were approved by consensus of the CIC with no objections. Please note the edits/clarifications on recommendations #2 and #3.

1. Recommends utilizing a single housing management software (HMS) platform to manage housing assignment processes and business functions

with the Spring 2019 entries. Implementation and integration of the selected platform anticipated to take place in September 2018.

2. Recommends modification of the First Year Live on Requirement so that the policy on each campus is reflective of its residential population and location. Proposed policies by each campus are listed below.

NOTE: Add the following clause (in red below) to the end of the exemption #5 for each campus:

First year students with one year of active military students *and all active duty military*

Georgia Southern University – Statesboro Campus

All first year students attending Georgia Southern University will be required to live in an on campus residential facility, with the following exceptions made by each residential campus. This requirement includes students accepted by the Office of Admissions as a first-time, full-time student (9 credits per semester or more) or a transfer student.

1. First year students who are residing with their parents or legal guardians within a 30 mile driving distance to campus (campus address of 1332 Southern Drive, Statesboro, GA 30458 will be used to determine distance)
2. First year students who will be 21 years of age or older prior to the first day of the semester entering Georgia Southern University
3. First year students who have earned more than 30 hours of accepted academic credit.
4. First year students who are legally married or who are the single parent of a child(ren) prior to the first day of the semester (must provide a copy of the marriage license and/or dependent's birth certificate and/or custodial decree)
5. First year students with one year of active military service *and all active duty military*

Georgia Southern University – Armstrong Campus

All first year students attending Georgia Southern University will be required to live in an on campus residential facility, with the following exceptions made by each residential campus. This requirement includes students accepted by the Office of Admissions as a first-time, full-time student (9 credits per semester or more) or a transfer student.

1. First year students who are Georgia residents residing with their parents or legal guardians within a 30 mile driving distance to

- campus (campus address of 11935 Abercorn Street, Savannah, GA 31419 will be used to determine distance)
2. First year students who will be 21 years of age or older prior to the first day of the semester entering Georgia Southern University
 3. First year students who are transferring in with more than 30 hours of accepted academic credit
 4. First year students who are legally married or who are the single parent of a child(ren) prior to the first day of the semester (must provide a copy of the marriage license and/or dependent's birth certificate and/or custodial decree)
 5. First year students with one-year of active military service *and all active duty military*
3. Recommends dedicated efforts to remarket University Housing to prospective and current students and residents, in order to increase marketing and consolidate the new Georgia Southern brand. We recommend creating one brand/identity called, "University Housing" for all on-campus housing as well as a distinct look and logo. In addition a rebrand physically for our residence halls with colors, logos, phrases, and GSU art that expresses the new identity should be developed. Finally, we recommend having one website all students parents can visit for information regarding on-campus housing including one portal for assignments. A detailed marketing plan should be developed incorporating coordinated efforts with admissions and other campus partners. Increased efforts to focus on positive changes as well as highlighting summer camp/conference opportunities should be addressed.

NOTE: Remove/edit references to dedicated staff or personnel (in red below) in the rationale.

Having dedicated ~~staff efforts~~ will allow University Housing to develop and implement a twelve month comprehensive marketing strategy that would not only support messaging for all on-campus housing but also for Conference Services. ~~The in-house graphic designer~~ This would provide speed and flexibility adhering to the University standards to design marketing pieces and adapt to customer needs as well as target a specific population at the most opportune times...

IV. Review of OWG Recommendations on the Discussion Agenda

- A. OWG 6-6: Retention, Progression, and Graduation and Complete College Georgia

The following revised recommendation was approved by consensus of the CIC with no objections.

1. Recommends that academic departments and colleges in the new Institution consider the adoption of electronic resource material and the utilization of uniform textbooks for courses with multiple sections when the pedagogical contexts are appropriate for doing so.

B. OWG 22-1: Legal Affairs and Handbooks

The following revised recommendation was approved by consensus of the CIC with no objections.

2. Recommends that if there is no prior Georgia Southern University policy and/or procedure(s) on a topic, but there is an existing Armstrong State University policy and/or procedure(s) on a topic, then the Armstrong State University policy and procedure(s) on that topic should be followed.

V. Future CIC Meetings

A. Monday, August 7; 1:00-3:00 p.m.; GSU Campus

B. Any additional meetings will be scheduled on an as needed basis.

VI. Conclusion

Dr. Hebert concluded the meeting by congratulating the CIC on its continued collaboration and productivity throughout the consolidation process.

The meeting ended at 2:23 PM.

*Respectfully submitted,
Trina R. Smith*