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## **July 26, 2017 RECOMMENDATIONS (CONSENT AGENDA)**

### OWG 9-1: Advancement Services:

(reviewed & supported by Trip Addison and William Kelso):

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

Georgia Southern University and Armstrong provide common core advancement and foundation services supporting university wide fundraising efforts. Examples include, but not limited to, gift and biographical records management, database management and reporting, prospect research, donor stewardship programs, and scholarship award processing. Utilizing best practices from both institutions, a consolidated advancement services unit will effectively provide support for Georgia Southern University fundraising efforts and as appropriate, all affiliated foundations.

### OWG 9-2: Alumni Affairs:

(reviewed & supported by Trip Addison and William Kelso):

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

Since neither association operates independently of the university, both should be consolidated into one Association to advise the university in its service to and with alumni of both institutions and of the new Georgia Southern University.

**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:**

The Eugene M. Bishop Alumni Center on the Statesboro Campus should be maintained in order to coordinate programming and to collaborate with university partners across all campuses and to engage alumni throughout the region, across the country, and around the world. Because approximately 25% of the combined alumni base lives in the Savannah metro area and Coastal Georgia, a physical location should be maintained on the Armstrong Campus to manage frequent programming in the area and to provide a welcoming environment on the campus.

### OWG 9-4: Data Systems:

(reviewed & supported by Trip Addison and William Kelso):

**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:**

Raiser's Edge NXT integrates with other software packages which would eliminate duplicate data entry and the risks involved with exporting/importing data. Built-in dashboards, reports, querying options, and analytics allow users easy access to data without compiling from multiple sources. With flexible security controls, the complete integration of systems would greatly improve the database integrity, reduce processing time and potential for errors, and increase productivity in all areas of Advancement. Both schools use other Blackbaud products, so the transition to their suite of integrated solutions is a logical step.

OWG 14-3: Procurement:  
(reviewed & supported by Rob Whitaker and Christopher Corrigan):

- 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:**

A consolidated, comprehensive review of all contracts at each institution in order to transition name to the new university and leverage the most advantageous contracting position.

- 2. Recommends a central receiving operation be maintained on both campus locations to receive goods purchased for campus operations:**

Central receiving operations will be maintained on both campuses; however, in circumstances where savings might be realized by larger purchase of goods, a single delivery may be made to one campus and the goods subsequently internally delivered to one of the other campuses as supplies are needed.

- 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:**

State of Georgia policy requires approval of all Pcard plans by the Georgia DOAS prior to issuing and making purchases with a campus Pcard.

- 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:**

USG ITS has a proven process that has been utilized in the previous USG consolidations which includes step by step timelines and goals to review purchase orders and encumbrances before consolidating Armstrong open Purchase Orders into the Georgia Southern PeopleSoft purchasing system. This process should be relatively straight forward as both institutions utilize the same 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:**

State agencies and institutions are required by State law to follow Georgia DOAS purchasing policies and procedures. Both institutions currently follow DOAS regulations and will continue to do so as 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:**

USG ITS has a proven process that has been utilized in the previous USG consolidations which includes step by step timelines and goals to review purchasing data before consolidating Armstrong into the Georgia Southern PeopleSoft purchasing system. This process should be relatively straight forward as both institutions utilize the same purchasing system.

- 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:**

Prior consolidated institutions have been transitioned to the shared vendor code model and related procedures for adding and maintaining vendor codes successfully. The shared vendor code model affords institutions greater flexibility for utilizing ACH as a payment process method.

#### [OWG 14-6: Payroll:](#)

[\(reviewed & supported by Rob Whitaker and Christopher Corrigan\):](#)

- 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:**

All new standard Shared Services procedures will not be known until the implementation phase of ONEUSG begins. When the new policies and procedures are determined, the two institutions will identify any remaining non-SSC procedures requiring resolution and will develop new 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):**

Both Georgia Southern and Armstrong are included in Cohort 2 of the ONEUSG Connect PeopleSoft HCM implementation, which is scheduled to go live in January 2018. The two databases will be consolidated using the same model that has been approved for Banner and PeopleSoft financials.

- 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):**

The oneUSG procedure for Summer Faculty Pay, which is similar to current pay processes, will be implemented for pay of faculty teaching summer classes in the new University in beginning July 2018. Summer faculty pay for June 2018 will be paid from each institution's separate PeopleSoft Payroll System. Summer pay dates will follow BOR regulations as found in USG Business Procedures Manual 5.3.8

([http://www.usg.edu/business\\_procedures\\_manual/section5/C1235](http://www.usg.edu/business_procedures_manual/section5/C1235)).

- 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:**

ONEUSG Connect project will standardize most Human Resources and Payroll procedures which include the General Ledger interface from HCM to PeopleSoft Financials. Additional business procedures related to the GL interface and payroll bank account will be addressed by the Business Operations OWG to establish all business and accounting procedures.

- 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:**

Both institutions are required to implement the new standard procedures with implementation of PeopleSoft HCM. Non-standard deductions and processes cannot be identified until the new standards are completed and communicated to campuses.

[OWG 15-1 Infrastructure:](#)  
[\(reviewed & supported by Ron Stalnaker and Tim Moody\):](#)

- 1. Recommends creating a standard and strategic plan for Call Boxes on all of the new University's campuses:**

This recommendation will enhance Call Boxes on all campuses by including wifi, cameras, and speakers for Mass Notification. This recommendation has been approved by OWGs 20-1 Public Safety and Security and 12-3 Public Relations and Media.

- 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:**

Establish standards and central management of data center resources for all campuses.

- 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:**

Establish and implement a standard for data stores and databases across the organization.

- 4. Recommends creating Disaster Recovery (DR) plans for critical IT systems which are determined from the consolidated IT systems inventory list:**

IT systems critical to the function of the university must have a disaster recovery plan that documents a process or set of procedures to recover and protect a business IT infrastructure in the event of a disaster. Such a plan, documented in written form, specifies procedures an organization is to follow in the event of a disaster.

- 5. Recommends evaluating requirements for a centralized firewall management solution that facilitates central management, reporting, auditing and interoperability between all campuses:**

This design methodology will encompass the entire networking infrastructure for all GSU campuses, and thereby will require a comprehensive evaluation of the current infrastructure of each campus. This recommendation will include networking infrastructure areas that will be evaluated with the expectation of providing the most robust, efficient and sustainable networking systems.

- 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):**

Georgia Southern campus will continue to operate as a Supervising Station in compliance with NFPA 72 Chapter 26. Because the Armstrong and Hinesville campuses are not contiguous to the Georgia Southern campus, they cannot utilize the Supervising Station on

the GS campus and will continue to operate with a contracted provider for a Supervising Station in compliance with NFPA 72 Chapter 26. This recommendation has been approved by OWG 20-1.

**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:**

This design methodology will encompass the entire networking infrastructure for all GSU campuses, and thereby will require a comprehensive evaluation of the current infrastructure of each campus. This recommendation will include networking infrastructure areas that will be evaluated with the expectation of providing the most robust, efficient and sustainable networking systems.

**8. Recommends creating a unified radio system that will provide interoperability between all Non-Public Safety campus departments currently using 2 way radios:**

By having the ability to communicate between campuses and across all departments via 2 Way Radio, we will be able to ensure all aspects of safety associated with large assemblies, natural disasters, and have a form of survivable communication in the event that telephones and cellular service are not working. This recommendation has been approved by OWGs 20-1 Public Safety and Security.

**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:**

This design methodology will encompass the entire networking infrastructure for all GSU campuses, and thereby will require a comprehensive evaluation of the current infrastructure of each campus. This recommendation will include networking infrastructure areas that will be evaluated with the expectation of providing the most robust, efficient and sustainable networking systems.

**10. Recommends merging telephone systems from each campus into a centrally managed system:**

Merging telephone systems into a centrally managed system will provide the opportunity to consolidate our license structure and annual maintenance.

**11. Recommends creating a process that disables access to IT systems for an employee that has been terminated by Human Resources:**

During the consolidation there will employees at all campuses with access to IT systems that contain sensitive/confidential information. Because the access termination process is different on each campus there is a need to create one common termination process. This will

allow all campus Identity & Access Management departments to disable access to sensitive information once an employee is terminated.

**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:**

During year zero there will be two wireless environments on the Armstrong and Liberty campuses. The current Armstrong wireless environment will remain in place which means no changes for Armstrong faculty, staff and students in the way they access wireless. GS Campus wireless will be added to the Armstrong environment to provide Georgia Southern faculty, staff and students access to wireless and campus resources while on the Armstrong or Liberty campus. In year one, GS Campus will become the primary wireless network of the new university at all campus locations.

[OWG 15-2: Enterprise Applications:](#)  
[\(reviewed & supported by Ron Stalnaker and Tim Moody\):](#)

**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:**

AcademicWorks allows administrators to successfully promote available scholarships to the entire student population, streamline the award process, and easily communicate with scholarship donors and recipients.

**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:**

Armstrong currently uses Blackboard Transact for electronic access control on campus, while Georgia Southern uses Blackboard Transact, Vanderbilt SMS, and Lenel OnGuard depending on which building you are in. The recommendation is to continue the use of these three systems, with a plan to migrate and consolidate to Vanderbilt SMS as the one consolidated Access Control system on campus. This recommendation allows the University to maintain business continuity, with limited disruption to the campus community and student population, while we work towards a consolidated access control system.

**3. Recommends that the individual divisions be allowed to select the departmental accounting software to best suit their needs:**

Both campuses currently allow divisions to select their own departmental accounting software (ie. Quicken, Quickbooks, etc.). Allowing them to continue using their current

methods/software will be the least obtrusive method for both IT Services and the division by minimizing time to train and time to implement.

- 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:**

Armstrong State University has a license for Automic Scheduler which is a more sophisticated product than Global ECS. This recommendation would best support efficient scheduling and management of scheduled jobs.

- 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:**

Blackboard Transact is in use at both campuses, but post consolidation the payment processor will be one instance of Payment Express based on the A instance of Blackboard Transact. All standalone credit card terminals at Armstrong are consolidated via the Merchant Services recommendation. All other applications only exist at Georgia Southern, so no further consolidation or recommendation is necessary.

- 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:**

Both Georgia Southern and Armstrong currently utilize Blumen for TRiO programs record keeping. Since 2 separate TRiO programs will be maintained after the consolidation, the 2 Blumen instances will continue to be maintained separately. Statesboro campus TRiO participants will be loaded into the Statesboro campus instance of Blumen, and Armstrong campus TRiO participants will be loaded into the Armstrong campus instance of Blumen. There is no need for migrating data between Blumen instances.

- 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:**

Georgia Southern currently has a self-operated bookstore that uses MBS Systems, while Armstrong State is outsourced to Follett Higher Education Group. The decision of the Auxiliary OWG is to maintain both operations as is through consolidation and reevaluate in FY19, this OWG supports that recommendation.

- 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:**

Both Georgia Southern University and Armstrong State University currently utilize Campus Director for managing the Greek recruitment process. The recommendation of the Greek Life OWG 17-2, is to utilize a separate Campus Director instance for Greek Recruitment at each of the main campus locations. One instance for Greek Recruitment for the Statesboro campus (GS Instance), and one instance for Greek Recruitment at the Savannah campus (Armstrong Instance) as Greek Organizations are tied to a particular campus. Greek recruitment will continue to be managed separately for each campus in order to avoid possible cross-campus recruitments. In year two we will research Campus Director functionality to determine if there is a feasibility of combining the separate instances into one instance.

**9. Recommends that the new University use IDWORKS as the primary card printing application and consolidate to one combined system for the new University:**

Both Universities currently use IDWORKS as their primary card printing application and, as such, combining these into one production instance will be simplistic. No additional training will be required for the Card Program staff.

**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:**

The recommendation of utilizing CollegiateLink (MyInvolvement) was made as it would provide the opportunity to centrally manage the approximately 400 student organizations located across all campus locations. This solution is currently being utilized by Georgia Southern’s campus to manage 300+ student organizations. The recommendation is for using one instance of CollegiateLink (GS instance), and for Armstrong student organizations to be added into this instance where necessary.

**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):**

Raiser’s Edge NXT’s seamless integration with other software packages would eliminate duplicate data entry and the risks involved with exporting/importing data. Built-in dashboards, reports, querying options, and analytics allow users easy access to data without compiling from multiple sources. With flexible security controls, the complete integration of systems would greatly improve the database integrity, reduce processing time and potential for errors, and increase productivity in all areas of Advancement.

**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:**

This recommendation was made as there currently is not a Continuing Education Division on the Armstrong campus. Therefore, the strategy would be to extend the existing technologies utilized at Georgia Southern to provide a more broad reach for purposes of the new university.

**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:**

The recommendation of utilizing Credentials eTranscript Plus & RoboRegistrar for academic transcript ordering was made as both Georgia Southern and Armstrong State Universities are currently using these products from Credentials. The current recommendation is to utilize Georgia Southern's eTranscript ordering site and RoboRegistrar instance. Fall of 2018, the Armstrong Credentials site will be taken offline and all students will go through the Georgia Southern website to request transcripts starting September 2018. Adjustments to the transcript request form and RoboRegistrar configuration will be made as necessary to accommodate for two campus locations.

**14. Recommends that the new University utilize the Dining Plan Management System created at Georgia Southern for meal plan selection and application:**

This recommendation follows the A+B=A method where A is Georgia Southern's DPMS, and B is Armstrong's StarRez housing application. Currently, Armstrong allows students to select dining plans within StarRez as part of the housing application process. This process is limited compared to the system in place at Georgia Southern where students can select any type of plan offered and have that plan automatically flow to Banner and to Blackboard Transact, a much more streamlined and automated process. This recommendation is independent of the Housing OWG system recommendation.

**15. Recommends that the new University provide access to the following data sources to each of the three reporting solutions being recommended:**

**Business Objects:** New U Production Banner, New U Upgrade Banner, New U TEST Banner, New U INST Banner, DWPROD (copy of production Banner), HOUSE (GSU data warehouse), SHACK (test GSU data warehouse), APEX (Oracle APEX database), ADP (will change to OneUSG Connect), FPROD (PeopleSoft Financials), FPLAY (Test PeopleSoft Financials), BBTS (Blackboard Transact core database), Campus Call (Advancement db), directory (MySQL directory), DPMS (Dining Plan), D2L\_Analytics, D2L\_Analytics test, IDWORKS, IFMNPORD, RMSPROD, TMA.

**Pyramid:** iBNSA (Blackboard Analytics Enrollment Analytics cube), iBNSA (Blackboard Analytics Advancement cube).

**Argos:** B instance Banner Production, B instance Banner test, B instance Banner development, B instance Production Luminis, B instance NRPT, B instance COVE, B instance BANHOUSE, B instance PeopleSoft, B instance Blackboard, B instance ArgosSQLite, B instance MAPSSQLite, New U Production Banner, New U Upgrade Banner, HOUSE (GSU data warehouse), DWPROD (copy of production Banner).

All data sources from Armstrong State University will continue to be accessible through Argos during consolidation and for historical purposes for a period of time. Business Objects and Pyramid Analytics will continue to be used to access the data sources for the new university. Some data sources for the new university will be accessible through Argos after consolidation.

- 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 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:**

Questions concerning SRIs require Faculty Senate oversight. Details still to be decided are: 1 – a common instrument must be found that serves the entire, newly consolidated university and 2 – details of the delivery of the common instrument may change. The Faculty Senate may choose to amend or replace this stop-gap proposal. Should online delivery of SRIs become the method used, the very poor student participation will have to be addressed. Since neither Faculty Senate (at Georgia Southern or at Armstrong) meets during the summer it is not appropriate for us to choose a single delivery method (either online or face-to-face) at this time.

- 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:**

Only 1 instance of Dynamic Forms will be necessary as this would best consolidate receipt and management of electronic forms.

- 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:**

The Georgia Southern Gmail instance will be used to provide email for employees and students, so it's logical to use the same service to provide email for departments, retirees, student organizations and others. Georgia Southern has procedures in place to manage departmental, student organization and retiree email accounts that can be used to facilitate email account migration from Armstrong to Georgia Southern's Gmail service. New standards will need to be developed to support the consolidated University, including an account retention policy for alumni email.

- 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:**

Encompass allows administrators to build and sustain relationships with alumni and supporters through email marketing, online giving, membership management, and event management.

- 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:**

Georgia Southern currently uses TMA for multiple repair centers on campus including Facilities and Residential Facilities. Armstrong is currently using SchoolDude as their solution for Facility Services. This recommendation will put the Armstrong campus as a repair center in the Georgia Southern TMA instance and allow for multiple different trade shops to operate at multiple different campuses independently.

- 21. Recommends that IT services support the implementation of any centralized faculty annual review technologies/processes that may be determined during or after consolidation:**

There is currently no centralized technology used at either Georgia Southern or Armstrong that supports the faculty annual review processes. If Academic Affairs chooses to adopt a central technology for this function during or after consolidation, IT Services should assist with implementing and supporting this tool.

- 22. Recommends that PeopleAdmin be used as the hiring system until the consolidation of OneUSG instances and availability of the OneUSG PeopleSoft Talent and Acquisition Management module in July 2018:**

Both Universities currently use different implementations of PeopleAdmin for hiring management. In 2018 all Armstrong student worker hiring will be completed in the current

Armstrong PeopleAdmin instance. With the OneUSG Connect consolidation and Talent and Acquisition Management module becoming available July 2018 new university wide hiring will be completed in OneUSG.

- 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:**

As Armstrong employees will be loaded into Georgia Southern's identity and access management systems, it will be most efficient to use Georgia Southern collaboration tools and file storage solutions. Georgia Southern relies on SharePoint for critical business processes (change of major, faculty promotion and tenure) and Armstrong does not, therefore keeping existing Georgia Southern SharePoint applications will have the least impact on students and faculty. After consolidation, ITS will conduct a needs assessment to determine if additional solutions are required to support the new University.

- 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:**

Armstrong State University currently does not utilize a Grant Management Software.

- 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:**

Only 1 instance will be necessary as this would best support efficient grievance reporting.

- 26. Recommends that the new University consolidate to one instance of OneUSG Connect for HRMS functions. This is in support of the HR OWG:**

Georgia Southern and Armstrong State will both separately implement OneUSG Connect in cohort two and combine to one instance July 1, 2018. This project is being completed by USG ITS with support from the local HR, Project Management, and IT groups.

- 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:**

Both Georgia Southern and Armstrong currently utilize IMLeagues for intramural scheduling. Since 2 separate intramurals programs will be maintained after the consolidation, the 2 IMLeagues instances will continue to be maintained separately. Statesboro campus intramural participants will be loaded into the Statesboro campus instance of IMLeagues, and Armstrong campus intramural participants will be loaded into the Armstrong campus instance of IMLeagues. There is no need for migrating data between IMLeagues instances.

- 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:**

Only 1 instance will be necessary as this would best support efficient management of student discipline, academic integrity, and care and concern.

- 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:**

The recommendation for using CourseLeaf Catalog and Curriculum was made as Georgia Southern already licenses both the Academic Catalog and Curriculum management aspects of CourseLeaf. These two products work together to assist with curriculum and catalog updates using information from Banner. Armstrong currently uses Acalog, but only licenses the Catalog portion of the product. This recommendation is to utilize Georgia Southern's current CourseLeaf Catalog (CAT) & Curriculum (CIM) instance and integrate Armstrong courses and programs into the system for upcoming academic catalogs for the new University.

- 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:**

Significant time will be required in building out new and converting existing capabilities. By moving the conversion into year one, extensive planning and development work can be completed with input from all of the functional areas and a robust fully functional mobile application can be rolled out for the consolidated University.

- 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:**

Both Universities currently use different parking management applications. After consideration of the amount of customization that would have to be recreated, as well as the cost difference of the systems, and the Banner integrations with the A Banner instance, it was determined to utilize the Georgia Southern instance of AIMS in the new University.

- 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:**

Both institutions utilize multiple similar, as well as differing, TouchNet modules. TouchNet would be consolidated in line with the fiscal year start, July 1, 2018. The new university would retain licensing for only the modules necessary to support the business processes of the new university. The B instance of TouchNet would remain available for reporting purposes for two years post consolidation.

- 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:**

Currently, each University uses Blackboard Transact for their dining services locations, Georgia Southern for the two dining halls, and Armstrong for all locations. Georgia Southern also utilizes Sequoia QuadPoint for retail dining locations where inventory must be tracked and reported on. The recommendation is to continue this use as it currently stands, but consolidate into one instance of each Blackboard Transact and Sequoia QuadPoint.

- 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:**

Purple Briefcase was recommended due to its overall capabilities being much more robust and efficient than those of College Central Network. It is anticipated that Georgia Southern will integrate Interview Stream, Candid Career, and Career Shift into Purple Briefcase.

- 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:**

Georgia Southern currently utilizes RecTrac for parks and recreation membership management including access control and transaction processing. Armstrong currently utilizes Blackboard for access control and transaction processing at recreation facilities. It was decided the A+B=A model would be most efficient and would have the least impact on

our student populations. RecTrac user accounts will be manually created for Armstrong campus staff. There is no need for migrating data between instances.

**36. Recommends that the new University use JumpForward and Hudl as the Student Athlete Recruitment Software:**

Georgia Southern currently uses JumpForward and Hudl as their recruitment packages and, through consolidation, Armstrong State no longer maintains an athletic program. This choice allows the Georgia Southern Athletic program to continue to operate their recruitment services with no changes in applications or business processes.

**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:**

Both institutions contract with TouchNet for electronic 1098T processing. Armstrong currently captures electronic approval from the student allowing the use of TouchNet for electronic 1098T student delivery and processing to the IRS. Implementation of the recommendation will require electronic collection of student approval to deliver IRS forms electronically. Both campuses currently utilize Glacier for reporting, filing and delivery of IRS form 1042 and 1042S for international contractors, students, staff and faculty.

**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:**

Both Universities currently utilize Blackboard Transact as a campus transaction system. Current registers, access control devices, and equipment on the Armstrong campus will be pointed to the A instance and all integrations with Banner will resolve as Georgia Southern integrations.

**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:**

Hobsons Connect has been identified by both institutions (Georgia Southern and Armstrong) as the desired Undergrad Admissions CRM to continue using across all three campuses. A thorough review has begun of how each institution is utilizing it to combine best practices to create a standard set of modules and operational procedures for the new University.

**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:**

Due to the complexity and the short amount of time remaining until the applications open for Fall 2018, it is the recommendation of this OWG to continue to operate two distinct systems, one for Armstrong, one for Georgia Southern, through the Fall 2018 consolidation date. After such time, the Housing department will consolidate to one housing management system to be ready for Fall 2019.

#### OWG 15-5: Banner:

(reviewed & supported by Ron Stalnaker and Tim Moody):

- 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):**

Following the Banner OWG decision, the  $A + B = A$  model for BDM would be the most efficient model. Georgia Southern University and Armstrong State University currently have many applications already in use and this model will allow us to be more efficient in our implementation by allowing third party applications to be enhanced without having to be re-implemented.

- 2. Recommends that Georgia Southern University/Armstrong State University consolidate the Degree Works with an  $A+B=A$  model:**

The  $A+B=A$  model will have the least impact on both students and staff. This model will allow us to be more efficient in our implementation as the Degree Works configuration and Georgia Southern's past catalog years will remain intact and this method only requires migration and modification to Armstrong's past catalog years and new scribe for the new University's curriculum. This method should allow Degree Works to be available to students and staff for Fall 2018 advisement.

#### OWG 17-6: Leadership & Volunteer Programs:

(reviewed & supported by Teresa Thompson and Georj Lewis):

- 1. Recommends aligning applicable processes and structure for Leadership programs on the Statesboro, Armstrong, and Liberty campuses:**

The alignment of processes and structural framework on all three campuses will allow for effective communication, efficient operational procedures, cross-divisional collaboration, and the expansion of opportunities for all students.

- 2. Recommends aligning applicable processes and structure for Community Engagement programs on the Statesboro, Armstrong, and Liberty campuses:**

The alignment of processes and structural framework on all three campuses will allow for effective communication, efficient operational procedures, cross-divisional collaboration, and the expansion of opportunities for all students.

OWG 17-8: Student Media:

(reviewed & supported by Teresa Thompson and Georj Lewis):

- 1. Recommends all student media administrative functions including budgets, training, and professional advising, be brought under the umbrella of the Office of Student Media:**

Building on work already underway in the Office of Student Media, student media staff and stakeholders on each campus will be engaged to identify opportunities for greater engagement and community-building. That review will inform decisions on products to be offered and an advising structure to serve students on each campus.

- 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:**

The look and feel of the paper should be the same. Each community will receive information specific to their physical location. Due to the distance between the three campuses and the uniqueness of each campus, we will customize publications to reflect the student experience.

OWG 25: Housing:

(reviewed & supported by Teresa Thompson and Georj Lewis):

- 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:**

Armstrong State University currently utilizes StarRez as its HMS system and Georgia Southern University utilizes Residential Management Systems. The decision to move to a Banner A=B=A model will require integration with StarRez in Spring 2018 in order to assess housing fees and share data according to established guidelines; however, a consolidation of the current systems into one at that same timeframe may negatively impact the returning student sign up process that takes place at that time each year on both campuses. Retaining returning students to on-campus housing is vital to maintaining the occupancy percentages necessary to meet forecasted budgetary needs. Selection of the HMS should be completed by the conclusion of July 2017.

- 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:**

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

#### 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

Students who feel that the policy is being applied incorrectly to their individual circumstances may request an appeal of the policy by completing the First Year Live On Requirement Extenuating Request Form. The request will be reviewed by an Exemption Committee made of up faculty, staff and/or students. Students should be prepared to provide supporting documentation to the committee based upon the nature of the exemption request (e.g. medical reports, financial information, etc).

Overall, the OWG feels that the First Year Live on Requirement policy needs to be similar at each institution to promote consistency. Currently enforced, the GSU and ASU policies are reflective of contiguous counties. Due to the location in a more urban environment, traffic and commute concerns may present more of a challenge for students at the Armstrong Campus than they would be at the Statesboro campus. The move away from contiguous counties for the Statesboro campus is a move to making it a more consistent measurement of distance to campus rather than the county method.

- 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:**

Having dedicated staff 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 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. This also helps us in recruiting professional and student leaders to seek employment with University Housing with improved professional recruitment information. By working with University Housing and Conference Services we can brand our residence halls to appear different from off campus housing, display more school spirit, and appear to be more associated the overall campus and academic experience. We need to consistently message that students who live on campus and highlight that those living on-campus are more likely to persist, feel more connected, and be more satisfied with their experience.