



MEMORANDUM

To: Stephen Theriault, Faculty Senate Chair
Mary Doucette, Faculty Senate Chair-elect

From: Sonja Sibert, Vice President for Business Affairs
Lora McCarty, iNtegrate2 Project Director

Date: April 15, 2015

RE: Ad Hoc Committee Request – FY2016 and FY2017

During the next 18 to 24 months, NSHE will be implementing the WorkDay system as the new Finance and Human Resources System that will be used by all institutions and the system office. The project will require all employees in the Finance, Grants and Human Resources to devote many hours to this project through the planning, design, configure, testing, training and “go-live” phases of this project. The orientation and kickoff of this project was on March 17, 2015 and is scheduled to “go-live” with Human Resources in May 2016 and Finance in November 2016. After the “go-lives” there will still be numerous trainings of end users and finalizing of the system setup and the processes.

The core team at GBC consists of Sonja Sibert, Lora McCarty, Jeannie Bailey, Sheri Baker, Deanna Hamilton, Lynnette Peterson, Gim Briggs, Teresa Campos Carrillo, Salene Collins, Dorinda Friez, Tami Potter, Justine Stout and David Hernandez. The core team will meet on a regular basis, perhaps even weekly, to discuss the concerns, successes and status of the project. Meeting notes will be kept for each meeting and a monthly written report will be prepared for the faculty senate meeting to serve as regular updates on the project for faculty and staff.

While not all of those involved in the project are professional staff, we are requesting that you approve this committee as an Ad Hoc Faculty Senate committee for the next two fiscal years, as an option for those administrative faculty involved to fulfill their committee obligation. This will be a very time consuming effort for all of those directly involved in the implementation. Everyone participating in this project will be doing their current responsibilities in addition to their project responsibilities. There will be minimal backfill for the project, primarily the use of student workers to assist with filing and other lower level tasks. There will multiple meetings each week, both system-wide and at GBC. Travel will be involved to either Reno or Las Vegas for various meetings and training sessions.