

ADMINISTRATION, OPERATIONS & ITS
Cabinet Roundtable
October 7, 2009

Information Technology

1. Single Sign-On

Brookdale was awarded a \$1.2 million grant by the Campus EAI Consortium to establish a portal for Brookdale. Presentations were made to MUG and Student Life describing the Portal. In addition, an informal conversation was held with CampusEAI to clarify some questions based on the grant award material. A walk-through with EAI occurred on October 4th. Representatives from Educational Services, OIT, EDSA, College Relations and elsewhere participated in the meeting. The formal announcement of this grant award will be shared at the BOT meeting on October 15th.

2. SunGard Transition Plan

The consensus to use the weekly project report as the template for the 30 day transition plan has simplified the process of providing updates significantly. Using Microsoft Project, high level projects have been identified along with benchmarks and those individuals who are responsible for the projects listed.

Weekly meetings between Patty Kahn and Sue Desiderato have also improved communications. They will confer on any granular items that get discussed in TUG as well as cooperate on any items that need to be immediately addressed.

3. Communications

OIT Brown Bags – The first OIT Brown Bag has been scheduled for October 7th. Two sessions will be held to accommodate people's schedules. During these sessions an overview of the new SOW and HDO interface will be provided as well as the Google work order form that is being implemented with the Ed Services group. The remaining time, participants will be able to meet with OIT staff members who will address any questions the participants might have.

Informal meetings with Deans continued in order to have a better understanding of their needs and how OIT can better service their department and faculty

4. Implementing new processes

Statement of Work (SOW) – OIT has made the first draft of the SOW, which will be a formal agreement between OIT and the end user detailing specifics related to the project, man hours, etc. This will be implemented by next month.

Additional revisions were made to the TUG report based on the September TUG meeting. The final version will be used during the October meeting. This new format ties into the HDO and will help close the loop on open tickets as well as improve

communication to the end user.

HDO – OIT has created accounts for department heads so that they can monitor the status of their department's tickets. I am waiting feedback from Ed Services as to whether Deans will want to have the same capability.

Facilities Planning and Construction Management

Staff and Instructors in MAS 138 will be relocated to the mezzanine of the old bookstore over the next weekend. Planning is complete and other departments have been brought into the planning loop.

Scope has been written regarding the reconstruction of MAS 138. Bids will be received on or about October 14th. Work will be completed by January 1, 2010. The environment will be exhaustively examined until the January start of classes. The move back will take place on the weekend before classes start or possibly the weekend before depending on the new air quality.

MAS 120 will be sanitized by hiring the services of a professional commercial building sanitizer.

Big Four:

Western Monmouth - The 1st phase is complete for the 3rd and 4th floors. Work is ongoing on the 1st floor. The temporary parking lot is being designed for approval by the Freehold Soil Conservation District.

Autotech - The 1st phase is complete. The TCO was secured on last Friday. Phase 2 is currently on schedule.

Arena and Fitness Center - The 1st phase is continuing close to schedule and the structure will be substantially weathered in by winter. Interior work will continue through the cold season.

Job list. Approximately 130 projects have been identified, categorized, priced out and level of effort estimated. A campus walk around will occur tomorrow and a drive around to the HECs will occur next week. Currently we are at about \$75,000,000 and a level of effort by facilities at approximately 15,000 hours.

The energy savings controls bid should be complete by the consultant this week.

It will be bid in time for December approval and the start date is scheduled for 1 January 2010.

The Central Plant design is beginning and will be complete and bid to commit funds in this fiscal year.