

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 24, 2009

ITEM # 5

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Consider approval for a contract extension with Jake Abrams Software Consulting

SPECIFIC BOARD ACTION REQUESTED:

The approval of a contract extension is requested with Jake Abrams Consulting Inc. not to exceed an additional \$72,000 for the remainder of FY 2008-09 (June 30, 2009).

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Mr. Abrams has been assisting human resources and finance, as well as the college Business Managers, with application support on the PeopleSoft/Oracle application. He has also assisted with implementation and training on the nVision financial reporting tool provided by PeopleSoft/Oracle. Mr. Abrams is also assisting with implementation and testing of various PeopleSoft modules and coordination with CIBER. He is also responsible for keeping our database emergency contact information for Peralta's Alertify Emergency Mass Notification system current. (A list of current and future work is attached).

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION: The extension is recommended until IT is adequately staffed. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A: "Classrooms and facilities to enhance the community outreach capabilities of the District among the numerous ethnic communities living in and served by the District and technology upgrades" (including consolidation of student services).^{TTU}

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES X No

COMMENTS: This project is a joint effort between the Finance, Human Resources, and Information Technology.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Thomas Smith, Vice Chancellor for Finance and Administration

DID A BOARD STANDING COMMITTEE APPROVE THE ITEM? YES No X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED AND PRESENTED BY:

Prepared by: _____ Date: _____
Thomas Smith, Vice Chancellor for Finance and Administration

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Thomas Smith Date: 2/17/09
Thomas Smith, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

(Note: *as continued rollout plan*)

Signature: Thuy T. Nguyen Date: 2/18/09 TTN
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 2/17/09
Elihu Harris, Chancellor

Jake Abrams Current & Future Work 2009

1. Student Administration Reporting
2. End User Training
3. Electronic Personnel Action Forms
4. Financial Reporting
5. Business Manager Meeting
6. Alertify System Management
7. Human Resource Reporting

1. Student Administration Reporting

- Build all reports requested by Student Administration system end users. Currently receiving approximately 3 custom report design requests per week. Report building priority is based on due date.
- Completed 16 reports for the Student Administration MIS bolt-on application. These are new PeopleSoft reports that replicate reports that existed in the legacy system. The reports are built using PeopleTools (pages, records, components, etc.), PS Query, and Crystal reports.
- Continued maintenance and enhancement of all completed SA reports.

2. End User Training

- Perform Alertify Emergency Mass Notification System training for authorized personnel
- Deliver Oracle Business Intelligence training for all end users.
- Create training materials and deliver PeopleSoft Advanced Query training for end users identified as power users.

3. Electronic Personnel Action Forms (e-PAF)

- Working with Peralta HR and IT staff to decide on a vendor to implement an e-PAF solution.
- Researched possible solutions and sourced all current vendors.
- Created all of Peralta's functional requirement documentation for the e-PAF solution.
- Will work on implementation when solution is selected.

4. Financial Reporting

- Build all new nVision and PS Query/Crystal financial reports. There are currently several pending requests from the Finance department and the Business Managers. Receive approximately 3 requests per month.
- Created all nVision financial reports at Peralta. Built the entire reporting infrastructure including nVision reports, PeopleSoft Trees, Scopes, Report Requests, & Process Definitions. There are many nVision financial reports. The most important are probably the Income Statement, Balance Sheet, and Expense reports.
- Continued maintenance and enhancement of all completed financial reports.

5. Business Manager Meeting

- Run the Business Managers Meeting every other Tuesday at 3 PM. In this meeting, the Business Managers bring up issues regarding PeopleSoft from each one of their colleges.
- Delegate issues to specific IT Dept. resources that should fix the issue. For example, a financial reporting issue would be delegated to me, and a portal issue would be delegated to Minh Lam.
- Keep an issue log and follow up to ensure work is completed and issues are solved.

6. Alertify System Management

- Build custom Views & PS Queries that are used to upload user information to Alertify
- Help manage the Alertify system with other IT team members.
- Build Alertify upload spreadsheets.

7. Human Resource Reports

- Build complex PS Query/Crystal reports requested by HR. Currently receiving approximately 1 custom report design request per month.
- Continued maintenance and enhancement of completed reports.

