Meeting Logistics

<table>
<thead>
<tr>
<th>Meeting Title</th>
<th>CMS-FIN v8.4 Status Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Date</td>
<td>May 06, 2003</td>
</tr>
<tr>
<td>Meeting Time</td>
<td>1:30 – 2:15</td>
</tr>
<tr>
<td>Meeting Location</td>
<td>Financial Management Conference Room</td>
</tr>
<tr>
<td>Meeting Purpose</td>
<td>Status</td>
</tr>
</tbody>
</table>

Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawn McCown</td>
<td>FIN Project Manager</td>
<td>✓</td>
</tr>
<tr>
<td>Elizabeth Beall</td>
<td>Purchasing Lead</td>
<td>✓</td>
</tr>
<tr>
<td>Maria D’Aloisio</td>
<td>COA/FIN Rptg Lead</td>
<td>✓</td>
</tr>
<tr>
<td>Les Freeman</td>
<td>General Ledger Lead</td>
<td>✓</td>
</tr>
<tr>
<td>Janet Foster</td>
<td>CMS Oversight</td>
<td>✓</td>
</tr>
<tr>
<td>Lisa Gallagher</td>
<td>CMS Support</td>
<td>✓</td>
</tr>
<tr>
<td>Alicia Goodall</td>
<td>Fin. Systems Analyst</td>
<td>✓</td>
</tr>
<tr>
<td>Candy Heck</td>
<td>Project Administration</td>
<td>✓</td>
</tr>
<tr>
<td>Lisa-Ann Hinkson</td>
<td>Fin. Systems Team Lead</td>
<td>✓</td>
</tr>
<tr>
<td>Charlie Hughes</td>
<td>Purchasing Director</td>
<td></td>
</tr>
<tr>
<td>Maria Ito</td>
<td>A/R and Billing Lead</td>
<td>✓</td>
</tr>
<tr>
<td>Joe Latter</td>
<td>Assoc. VP Fin. Mgmt.</td>
<td></td>
</tr>
<tr>
<td>Janet Parker</td>
<td>Dir. Budget &amp; HRIS</td>
<td></td>
</tr>
<tr>
<td>Kristina Randig</td>
<td>Project Support</td>
<td>✓</td>
</tr>
<tr>
<td>Lauri Reilly</td>
<td>Accounts Payable Lead</td>
<td>✓</td>
</tr>
<tr>
<td>Cynthia Riley</td>
<td>Budget Team</td>
<td>✓</td>
</tr>
<tr>
<td>Candie Sagehorn</td>
<td>Budget Team Lead</td>
<td>✓</td>
</tr>
<tr>
<td>Michelle Totten</td>
<td>Purchasing Team</td>
<td>✓</td>
</tr>
<tr>
<td>Christine Welch</td>
<td>Director FMIS</td>
<td>✓</td>
</tr>
</tbody>
</table>
## Meeting Summary/Discussion

### Action Items:

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Issue/Task</th>
<th>Owner</th>
<th>Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/03</td>
<td>In the Reports Matrix, assign a category from the CSULB Reports Matrix Criteria for Categorization and Prioritization to your identified reports.</td>
<td>Team Leads</td>
<td>N</td>
<td>Done Except, Asset Mgmt (all parts) Fin. Reporting and End User teams need to complete rankings.</td>
</tr>
<tr>
<td>4/22/03</td>
<td>Key Task Matrix – Completion.</td>
<td>Team Leads</td>
<td>N</td>
<td>Done except Integration, Asset Management and Training/HelpDesk</td>
</tr>
<tr>
<td>4/22/03</td>
<td>Project Plan – completion.</td>
<td>Shawn McCown</td>
<td>N</td>
<td>Major Milestones completed, WIP</td>
</tr>
<tr>
<td>4/22/03</td>
<td>J Drive is the Project Drive. Inbound and outbound files clean up. 7.5 files put in Archive folder.</td>
<td>Team Leads</td>
<td>N</td>
<td>Only ones completed are PO, AP, Budget, Training and some of Project Folders.</td>
</tr>
<tr>
<td>3/25/03</td>
<td>Roles and Responsibilities document reviewed and signed off - set up meeting for those not in attendance at 3/25/03 meeting.</td>
<td>Kristina Randig</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>WIP</td>
<td>Project Scope Document in Progress.</td>
<td>Shawn McCown</td>
<td>N</td>
<td>WIP</td>
</tr>
<tr>
<td>5/6/03</td>
<td>Reports Matrix – Rank within each Category from 1 to XX.</td>
<td>Team Leads</td>
<td>N</td>
<td>Done Except, Asset Mgmt (all parts) Fin. Reporting and End User teams need to complete rankings.</td>
</tr>
<tr>
<td>5/6/03</td>
<td>Set up a meeting with AP, Purchasing and GL to plan Transition Phase.</td>
<td>Shawn McCown</td>
<td>Y</td>
<td>Meeting has been set for 6/25/03.</td>
</tr>
<tr>
<td>5/6/03</td>
<td>Database Breakout 7.5 to 8.4 on all databases.</td>
<td>Kristina Randig</td>
<td>Y</td>
<td>Completed 4/24</td>
</tr>
<tr>
<td>5/6/03</td>
<td>Schedule a meeting to discuss what compromises we can make on requested Databases.</td>
<td>Shawn McCown</td>
<td>Y</td>
<td>Issue resolved during meeting, see minutes.</td>
</tr>
<tr>
<td>5/6/03</td>
<td>Requirement to get Description of Process for Key Process Matrix completed.</td>
<td>Team Leads</td>
<td>N</td>
<td>Done Except Asset Mgmt, Integration and Training/HelpDesk.</td>
</tr>
<tr>
<td>5/20/03</td>
<td>Key Process Matrix list to be completed – Final.</td>
<td>Team Leads</td>
<td>N</td>
<td>Final due date not until 5/20.</td>
</tr>
<tr>
<td>8/31/03</td>
<td>Notification of training registration – where, how many units for updating to Kristina R.</td>
<td>Team Leads</td>
<td>N</td>
<td>Final due date not until 8/31 for now.</td>
</tr>
<tr>
<td>8/31/03</td>
<td>Coordinate requested training with Lisa Gallagher.</td>
<td>Kristina Randig</td>
<td>N</td>
<td>Final due date not until 8/31 for now.</td>
</tr>
<tr>
<td>Date</td>
<td>Task Description</td>
<td>Responsible Party(s)</td>
<td>Status</td>
<td>Notes</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>8/31/03</td>
<td>Coordinate with People Soft to register individuals for approved training.</td>
<td>Kristina Randig, Lisa Gallagher</td>
<td>N</td>
<td>Final due date not until 8/31 for now.</td>
</tr>
<tr>
<td>5/6/03</td>
<td>Determine what needs to be done to phase out EOC use for facility.</td>
<td>Shawn McCown</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>5/6/03</td>
<td>Research optional People Soft Purchasing classes for Charlie Hughes.</td>
<td>Lisa Gallagher</td>
<td>Y</td>
<td>Lisa provided via e-mail to Charlie.</td>
</tr>
<tr>
<td>4/23/03</td>
<td>Send out e-mail regarding individuals who were submitted to attend the FUG Meeting</td>
<td>Kristina Randig</td>
<td>Y</td>
<td>E-Mailed to CSU on 4/23.</td>
</tr>
<tr>
<td>5/6/03</td>
<td>Follow up on AUD instance</td>
<td>Lisa-Ann Hinkson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/6/03</td>
<td>Cancel Database Compromise Meeting scheduled for May 23.</td>
<td>Candy Heck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/6/03</td>
<td>Forward security documents to Christine Welch</td>
<td>Leads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/6/03</td>
<td>Where will FUG meeting be held on May 14th? Send e-mail letting participants know.</td>
<td>Shawn McCown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/6/03</td>
<td>Look through files for questions and answers to previously taken test-outs in PeopleSoft</td>
<td>Shawn McCown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Review of previous meeting minutes and Action Items

Shawn McCown opened the meeting and said it would be a shortened meeting due to the Service Award Reception. Kristina has had good response via e-mail regarding the status of open Action Items from the April 22 meeting. FYI: End-user reports lead is Christine Welch. She will be meeting with End Users to develop reports. Christine Welch may call upon the leads for their assistance with End User Reporting.

Database Matrix

The Database matrix was revised by Shawn McCown and Kristina Randig to reduce the number of databases to the absolute minimum. The new matrix was attached to the Agenda and given to the leads. As a result, the May 23 scheduled Database Compromise meeting will be cancelled. Action item to cancel meeting for Candy Heck. Action item for all leads to forward security documents to Christine Welch. Lisa-Ann Hinkson has an action item to follow up on AUD instance.

Dominguez Hills Implementation

CSU Dominguez Hills has made a request for Long Beach to assist them with their CMS Implementation. See e-mail handed out at meeting detailing response.

CMS Security Business Impact Analysis

Long Beach has volunteered to participate in a CMS sponsored analysis regarding security practices employed for CMS applications. The analysis will be performed at our campus on May 13. Christine Welch is the Finance liaison for this analysis.

Kick Off Meeting – expectations, timelines, etc.

An all team member Kick-off meeting is being planned for late May or early June. Details will follow regarding specific time, date, and location.

RFP Process

RFP’s have been sent out to 5 vendors listed in the system wide MEA. Leads are instructed to refer all questions received from prospective vendors to Terri Telasky in Purchasing.

FUG Meeting – In person May 14th

Action Item for Shawn regarding the location of the FUG meeting on May 14. Kristina will send out e-mail informing participants of the location of the meeting.

Around the Table

Some team members inquired regarding resources to assist with testing out of People Soft training course pre-requisites. Shawn McCown recommended registering for the test out as soon as possible and offered suggestions to coordinate with Lisa-Ann Hinkson or other experienced SME’s. Action: Shawn McCown and others to look through files for questions and answers to previously taken test-outs.

Next Meeting Date: May 20th 1:30 to 3:00 (Location change to FND 265 Conference Room).

Canceled Meeting: June 3rd – Conflict with CSU GAAP Training

Parking Lot Issues

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22</td>
<td>Queries Evaluation presented by Lisa-Ann</td>
<td></td>
</tr>
</tbody>
</table>