President’s Cabinet
Thursday, March 24, 2016
10:00-11:30 a.m.
Hobson Memorial Union – Crying Wolf Room

Agenda

Standing Items:
1. NTC/HLC Update – Bob Griggs
2. Recruitment, Retention & Graduation – Michelle Frenzel

Discussion Items:
1. HR-TSM Update – Megan Zothman
2. FWM/FAMA Update (attachment) – Megan Zothman
3. Recruitment & Selection Update – Megan Zothman
4. What’s next for the Presidential Search? – President Hanson
5. Budget Forum – President Hanson
6. Foundation Exec. Director Search update – President Hanson
7. Solar Project Update – President Hanson
8. Sen. Al. Franken’s Community College to Career Fund Act – President Hanson
9. Bemidji Day at the Capitol – President Hanson
10. Commissioner Pogemiller’s visit – President Hanson
11. MNCC Annual Summit, April 7th– final call for attendees – President Hanson
12. American Indian Graduation 2020 – Summer 2015 event – President Hanson
13. For the Good of the Order – ALL

Next meeting:
Thursday, April 14, 2016
10:00-11:30 a.m.
Memorial Hall, Room 300

*Attachments, if any, are numbered according to their position on the agenda.
MEMORANDUM

DATE: March 22, 2016

TO: Chief Academic Officers
    Chief Human Resources Officers
    Chief Student Affairs Officers

FROM: Ron Anderson, Vice Chancellor for Academic & Student Affairs
       Mark Carlson, Vice Chancellor for Human Resources

SUBJECT: Systemwide Implementation of Faculty Assignment Management Automation (FAMA) and Faculty Workload Management (FWM) Module

DATE: March 22, 2016

As you know, the FAMA/FWM project is nearing completion and is expected to be implemented systemwide next academic year. Your leadership in promoting and implementing our new systemwide practice is critical, and we are asking ASA and HR to partner closely in the coming months to help make this a smooth and effective transition. FAMA/FWM is a critical element to the HR Transactional Services Model (HR-TSM) currently under development, which will deliver HR transactional services in a shared service environment beginning in January 2017.

Overview
The FAMA project is the result of a need for an integrated and automated process to transmit faculty assignment data from Academic and Student Affairs to Human Resources. Some of the key components of this project include:

- Using ISRS course schedule information to build faculty instructional assignments
- Providing an automated work flow and allowing for multiple approvals of faculty workload and visibility at every step along the way
- Allowing for additional input of non-instructional work by Academic and Student Affairs staff
- Checking for bargaining agreement compliance and ensuring system-wide consistency in the application of the rules in the collective bargaining agreements
• Notification of changes to stakeholders in a timely manner

• Allowing faculty an online view of their workload details (instructional and non-instructional) from pending status to final approval

• Ensuring HR offices receive the information they need to process faculty payments without the use of paper forms or manual processes

Status and Next Steps
The FWM module is now functional and we have asked all colleges and universities to begin using the module concurrently with existing campus processes. Some campuses are further along than others, and we have provided the FWM Readiness Checklist to help track where your institution will need to be between now and next year. This information was provided to all chief academic officers during an FWM presentation at their winter meeting, and we encourage you to share with other campus partners and to review it with your Chief Human Resource Officer as you plan for full implementation. The document outlines necessary tasks, who is responsible, and the due dates for completion. It also includes links to helpful resources.

In early March, system office staff held WebEx meetings with IFO and MSCF representatives who participate in system level meet and confer to provide them with an overview and demonstration of the FWM module. We received good feedback and questions, particularly about when faculty will be able to view the information in FWM.

We have made the decision to wait to release the Faculty View functionality until July 1, 2016. Once this functionality is released to production, all faculty with an active assignment will be able to view their workload information for FY17 and beyond. No workload details prior to FY17 will be available for viewing by a faculty member in FWM.

We are working on a communication plan to notify faculty when functionality is released. Informational WebEx sessions and User Guides will be provided for faculty as well.

Resources
In addition to the numerous campus visits Debbie Schadewald has made to share information about FAMA/FWM and collect valuable feedback, the following resources have been developed to assist you in making this effort successful on your campus:

✓ FAMA Project Overview – One-page overview of the project.
✓ Faculty Workload Management Readiness Checklist – Distributed at CAO meeting.
✓ FAQ FAMA – This is a general FAQ document appropriate for all institutions. It does contain a link to the State-University specific FAQ.
✓ FWM State University Specific FAQ – FAQ with questions specifically from State Universities.
✓ FWM Deans’ Quick Resource Guide – Guide for Deans to get up and running quickly with the Faculty Workload Management application.
✓ How to Access Faculty Workload Management – Guide to help people gain access to the Faculty Workload Management application.
✓ HR9605-FWM to HR Faculty Credit Audit Report – Report that will help institutions identify missing and incorrect load data.

If you have questions or concerns, or need a FAMA/FWM team visit to your campus, please feel free to contact Debbie Schadewald at Debbie.schadewald@so.mnscu.edu.

Thank you very much for your understanding and assistance in this important work.