



Project Overview Statement

Executive Summary

Project Title: Retired and Emeritus Standing Implementation

Project Leader: Sandra Browne

Department: Human Resources

Executive Sponsor: Dr. Edna Chun

Project ID: 286 **Last Updated:** July 17, 2008

Mandated: Federal State Accreditation **Date Required:**

Other

PROJECT BUSINESS CASE

Project Overview
<p>In May 2008, the Board of Trustees approved the Retired and Emeritus policy. Through this policy, individuals who have retired in good standing with six years of service and are 62 years of age or have 30 years of service are entitled to specific privileges as highlighted in the policy. The retired and emeritus status is not automatically given; each retiree is required to submit an application to be approved by Vice President for Human Resources and Equity.</p> <p>A paper application has been developed, but as the college is moving towards becoming paperless, an e-form will be needed. In order to process the applicant information new code must be added to CID to be used as a designator for retired/emeritus status. Two of the privileges extended to those with retired/emeritus status are receiving a specially designated college ID and a library cards. In order to do this, new fields must be added to CID that will feed data into the IDMS system to allow the new ID cards to be generated. Also, the library computer system (CCLA) must be reprogrammed to extract data from the ID card system to allow library card numbers to be generated. Currently, both of these systems are programmed to extract data for enrolled students and employees with active assignments only.</p>
Business Goals
<ul style="list-style-type: none"> * Provide services to our former employees with retired and emeritus status * Make all application material available online for all retirees * Implement a paperless application process * Reduce the processing time for all applicants
Success Factors
<ul style="list-style-type: none"> * Secure IT resources to program the computer systems to generate the college ID and library card * Timely implementation of program * Increased customer service through availability of application material and short processing times * Full utilization of retired and emeritus program by retirees * Ability to provide all privileges to those with retired and emeritus status

Score*
(5=High 1=Low)

Criteria Ranking

Supporting Information



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Significantly improves student success
Improves customer service or transforms a business practice (increase productivity/time saving)
Aligns with college-wide strategic initiative
Meets state, federal, accrediting or other mandate (identify mandate)
Affects a large number of stakeholders (define stakeholders: students, business, employees...)
Supporting information for "Date Required"
Financial Impact (saves money, earns money,
Increases enrollment/retention (reduces attrition)
Impact if not accomplished
Quick Win (accomplish in short time frame)
Overlap with another project
Consortium project

* Criteria scores will filled in by Technology Advisory Committee