TO: Rodney D. Bennett, President

FROM: Steven R. Moser, Provost and Senior Vice President for Academic Affairs

DATE: June 1, 2018

SUBJECT: Proposal regarding Communication Plan for Implementation

The Communication Plan for Implementation, known as Academic Implementation Committee Initiative #12 is attached for your review. The subcommittee that developed the proposal, Academic Staff and Structure Committee (ASSC) was chaired by Kelly James-Penot. Martha Resavy served as staff liaison between the staff council and the ASSC.

As reported and verified by Academic Reorganization Implementation Committee (ARIC) chair, Jeffrey Wiggins, this initiative has been revised through broad engagement, communication, and feedback from stakeholders, administrators and governing bodies since your initial approval of the proposal framework in February of 2018. ASSC and ARIC have collated, discussed, reviewed and modified the document to achieve compromise between stakeholder responses while preserving the aspirational merits of the original proposal.

As Provost, I have engaged Deans and Academic Leaders in a final review process.

I recommend that the proposal on the Communication Plan for Implementation, and particularly the “punch list” associated with the communication plan be approved and administered under appropriate Vice Presidents (or their designees).

Steven R. Moser, Provost
Senior Vice President for Academic Affairs

Approval:

Rodney D. Bennett, President
The University of Southern Mississippi

Date 6/5/18
Provost Moser,

ARIC recommends your review and approval for implementation.

1) **ARIC Initiative #12: Communication Plan for Implementation:**
   a. ASSC Chair James-Penot, Liaison Resavy and ASSC members have significantly advanced the attached document from its original proposal form provided to you December 19, 2018.
   b. This initiative has been revised through broad engagement, communication, and feedback from stakeholders, administrators and governing bodies. ASSC and ARIC have collated, discussed, reviewed and modified the document to achieve compromise between stakeholder response while preserving the aspirational merits of the original proposal.
   c. ASSC Chair James-Penot and Liaison Resavy have worked extensively with the ASSC / Sub-Committee to prepare the initiative and has made a recommendation to ARIC for review and approval. ARIC has reviewed and discussed the initiative in further detail/modification and in unanimous agreement recommend your review and approval, or feedback for refinement.

2) **Initiative Document:** Prepared to provide you adequate information and detail for decision:
   a. Pages 3-5: ARIC Recommendation – provides you a high level overview of initiative aspirational aims, progression, feedback, reasoning, timelines, and anticipated resources.
   b. Pages 5-10: Initiative Implementation Plan – provides you “proposal-to-initiative” evolution details highlighted in green showing key revisions and advancements.
   c. Pages 11-20: ASSC Initiative #12 – Current version of the initiative for your review which contains all edits and modifications (also provided as a separate document for convenience).

Thank you Provost Moser for your careful review. We appreciate the consideration and confidence you provide to ARIC and its committees, and we look forward to continue supporting each initiative as you deem appropriate towards institutionalization within the future of the Academy.

ARIC Chair

CC: ARIC Committee Member
Academic Reorganization Implementation Committee (ARIC)  
Recommendations for Initiatives

#12 Communication Plan for Implementation 
Academic Staff Structure Committee

MAY 8, 2018
ARIC Recommendation

I. Aspirational Aims of Initiative: Identify the aspirational aims of the initiative.
This initiative recommends consideration of the list of University entities that will be
directly affected by reorganization; support for the suggested timeline provided by this
committee; and the provision of resources needed for a smooth transition of academic
and support staff during the reorganization.

The academic reorganization will provide the university with an opportunity to open lines
of communication and to take into consideration staff recommendations that can help
eliminate the “Southern Miss Shuffle.” Opening lines of communication that have been
cut off in previous years and creating new and more effective lines of communication
will increase staff efficiency, build trust, and boost morale among staff, allowing them
more time to focus on student recruitment and retention. A smooth transition will be vital
for the success of the reorganization and communication is key to its success.

II. Progression: Describe the process for feedback and enhancement the initiative has
undergone during the consultative phase (i.e., since ARSC recommendations;
include ARSC feedback here).

a. The Academic Reorganization Steering Committee recommended that this
proposal be adopted for implementation in full.

b. At the start of the second phase of the academic reorganization, the ASSC
identified the need for involvement of campus outside of the academic division.
The ASSC reached out to the Director of University Communications, Jim Coll
for feedback. Conversations with Jim Coll continued throughout the initiative
phase.

c. Additionally, the ASSC reached out to the Director and CIO of iTech, David
Sliman, to gather feedback on several proposals from phase I. Both David Sliman
and April Jordan, iTech’s Operations Manager, joined the committee in the
initiative phase.

d. The committee identified the need for a comprehensive list of tasks that need to
be accomplished in the transitional period of the academic reorganization.

e. The majority of these entities the tasks fell under the office of the Vice President-
Finance and Administration, so the committee reached out to Allyson Easterwood
to solicit feedback. Her office took the initial list of tasks as outlined by the
committee to unit heads within the division to discuss implementation strategies.

f. Cheri Waldrup, the Interim University Controller, requested a liaison be assigned
and the committee assigned David Sliman to this role.

g. Additionally, VPFA requested a dedicated project manager. April Jordan has
assumed this role.
h. The “punch list” is a truly impressive collaborative document created by many contributors from both the academic and non-academic sides of the University. A tremendous amount of thought and detail has been put into the creation of the list of tasks, the order in which they need to be completed and the dates by which they need to be accomplished. Contributions to this list have been made by the ASSC as well as following units:

- iTech
- Office of the Controller
- Office of Research Administration
- Registrar’s Office
- Admissions
- Institutional Research
- Human Resources
- Payroll
- Procurement Office
- Physical Plant
- Office of Fiscal Planning & Analysis

i. Through these collaborative conversations, new methods have been developed that will be invaluable during the transition period. Of note, a document has been created containing the required elements for physical moves that will assist iTech, the Physical Plant, and the Post Office during this transition.

III. Committee (e.g., ASSC, ASEC, FGRC) Recommendations:

a. The Academic Reorganization Steering Committee recommended that this proposal be adopted for implementation in full.

b. Limited feedback gathered from the campus listening phase has been applied to this proposal.

c. All feedback gathered in the initiative phase has been fully integrated.

IV. ARIC Recommendations:

a. List/describe the feedback that was integrated in full.

The Academic Reorganization Steering Committee recommended that this proposal be adopted for implementation in full. Limited feedback gathered from the campus listening phase applicable to this proposal.

b. List Describe the feedback that was integrated in part, detailing the reasons why some parts are not being recommended.

All feedback gathered in the initiative phase has been fully integrated.

c. List/describe the feedback that was not integrated, detailing the reasons why it was not included.

As stated above.
V. Timeline (see details on IIP)
   a. The deadlines outlined in the “punch list” should be prioritized through the summer 2018 transition period.
   b. The remaining items should be prioritized immediately following the transition.

VI. Resources
   a. Personnel Resources include Academic and nonacademic staff members in a truly collaborative effort.
   b. The necessary partnerships have been established in the creation of the “punch list”.
   c. One or two staff members in each college should be identified as liaisons for implementation concerns about personnel issues. Process based concerns should be addressed in the monthly staff meetings held by each college.
Initiative #12: Communication Plan for Implementation

INITIATIVE IMPLEMENTATION PLAN
Academic Staff Structure Committee

*Academic Staff Structure Committee*
Chair – Kelly James-Penot
Anna Barrett, Darcie Conrad, Elizabeth Cranford, Sally Downey, Darcie Graham, Heather Miller, Quentisha Jones, April Jordan, Sharon King, Gina McCarty, Martha Resavy, Michelle Shows, David Sliman, Carlos Sterling, Debbie Stoulig, Tameka Sullivan, Danielle Sypher-Haley, Terry Whittington
I. **Identify the aspirational aims of the initiative.**
This initiative recommends consideration of the list of University entities that will be directly affected by reorganization; support for the suggested timeline provided by this committee; and the provision of resources needed for a smooth transition of academic and support staff during the reorganization.

The academic reorganization will provide the university with an opportunity to open lines of communication and to take into consideration staff recommendations that can help eliminate the “Southern Miss Shuffle.” Opening lines of communication that have been cut off in previous years and creating new and more effective lines of communication will increase staff efficiency, build trust, and boost morale among staff, allowing them more time to focus on student recruitment and retention. A smooth transition will be vital for the success of the reorganization and communication is key to its success.

II. **Discuss how feedback and recommendations were integrated into initiative.**

a. The Academic Reorganization Steering Committee recommended that this proposal be adopted for implementation in full.

b. The additional feedback that was gathered from the campus listening session raised concerns for specific Gulf Park issues. Gulf Park perspectives were taken into consideration by making sure there was a Gulf Park staff member on the committee. This staff member also serves on the Gulf Park reorganization committee. While there were not many changes necessary to adapt to the coast structure, vetting was provided and collaboration was encouraged where applicable.

c. The committee reached out to non-academic units for further feedback and contributions to the “punch list.” This interdisciplinary coordination should ease the transition for staff, but also benefit students by allowing staff to tackle as much as possible before they return in the fall.

III. **Summarize the goal(s) & projected outcome(s) of initiative.**

There are several goals for this initiative. The primary goal is to open lines of communication that have been cut off in previous years, and to create new, more effective lines of communication in order to increase staff efficiency, build trust, and boost morale among staff. The desired result of opening these lines of communication will be that staff have more time to focus on student recruitment and retention.

a. In phase one of this initiative, the goal is to ensure a smooth transition into the new academic reorganization model. This requires the development of open lines of communication from the academic side of the campus to the non-academic side of the campus. The “punch list” has been created to ensure that the campus at large has the information needed to function in the transitional phase.

b. In the second phase of the initiative, the goal is to keep these newly developed lines of communication open.
IV. **Timeline:**

a. The deadlines outlined in the “punch list” should be prioritized through the summer 2018 transition period.

b. The remaining items should be prioritized immediately following the transition.

V. **Implementation Methods & Communication:**

a. The “punch list” should be distributed to each school at the college level, and should be posted to the Provost’s Academic Reorganization website.

b. As tasks are completed at the school level, this should be communicated to the college-level budget manager. Once a task is fully completed by all schools within a college, the college-level budget manager should inform the project manager, April Jordan, and the Budget Director for Academic Affairs, Lashonda Thompson.

c. The committee appreciates the Provost and his staff who have provided one-on-one feedback about the punch list and other initiatives goals.

d. In the proposal phase, the committee recommended to the Office of the President and Provost face-to-face interaction with faculty and staff to ensure opportunities for two-way communication. In the initiative phase, the Provost provided several opportunities for staff and faculty feedback. The committee feels that these communication opportunities have been productive and recommends that this level of engagement continue through the reorganization process.

e. Through conversations with Vice Provost for Academic Affairs, Dr. Amy Miller, the committee identified the need for a document listing points of contacts for schools during summer orientation. The committee recommends that this document be broadly circulated in this transitional phase.

VI. **Metrics & Milestones:**

a. Quantifiable and qualitative metrics as a means to assess initiative implementation effectiveness and progress are not applicable to this initiative.

b. Key milestones and associated target dates are included on the punch list.

VII. **Personnel Resources:**

a. **Identify the academic personnel/units with whom partnership is necessary to implement initiative.**

   i. **Describe the plan to build and maintain this/these partnership(s).**

      a. The necessary partnerships have been established in the creation of the “punch list”.

      b. One or two staff members in each college should be identified as liaisons for implementation concerns about personnel issues. Process based concerns should be addressed in the monthly staff meetings held by each college.
ii. **Identify non-academic personnel/units with whom partnership is necessary to implement initiative.**

Buy-in from nearly every office on campus is key to success. We have already witnessed this occurring with meetings involving the Academic Staff Structure Communications Sub Committee, iTech, Controller's Office, Office of Research Administration, Registrar’s Office, Admissions, Institutional Research, Human Resources, Payroll, Procurement Office, Physical Plant, Office of Fiscal Planning & Analysis, and other offices, as we work together to add items to the punch list. Several areas have begun making necessary changes in applications as information about the transition into the new academic reorganization model has been made available. Much is left to do, but the teams are working diligently to make the transition as smooth as possible for the university. Continuing participation will expand as needed.

iii. **Describe the plan to build and maintain this/these partnership(s).**

As previously stated above.

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**VIII. Financial Resources:**

- **a. Identify the financial requirements necessary to implement initiative.**
  
  Resources will be necessary to update signage and consumables.

- **b. Describe the plan to secure these resources.**
  
  Resource allocation will need to be determined by colleges and schools.

- **c. Specify the short- and long-term financial impacts of this initiative (if applicable).**
  
  The short and long term financial impacts of this initiative are necessary to ensure the success of academic reorganization.

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**IX. Potential Constraints:**

- **a. Highlight general team concerns and potential constraints.**
  
  Time and manpower will prove to be the greatest constraint. Managing these transitional tasks alongside daily duties and recruitment efforts will be a challenge, but entirely necessary.

- **b. Identify strategies to resolve issues highlighted in 9a.**
  
  In some areas, additional compensation (in the form of overtime and comp time) may be needed in order for staff to meet necessary deadlines. Awareness of the increase in activity surrounding the academic reorganization transition period should influence the timing of other desired institutional changes.
X. Institutionalization:
   a. Identify the personnel/units who will be ultimately responsible to maintain the goals of the initiative.
      i. Each School should identify a point person to work with the college budget manager to ensure completion of school-specific tasks. This person may not be responsible for executing the items on the punch list, but should be the lead for communicating with the college and with non-academic units when questions arise. Contact information for these leads should be shared with every office who has an initiative on the punch list.
      ii. A special email address should be set-up in the Provost’s Office for faculty and staff to submit concerns/issues they are facing during implementation so these issues can be addressed.
   b. Discuss the team’s handoff/exit strategy from the team to the personnel/units identified in 10a.
      The committee’s charge is complete once the punch list is disseminated to the colleges.
   c. Identify the date at which full implementation will be realized and work of the implementation team concludes.
      As outlined on the punch list.
Initiative #12: Communication Plan for Implementation
INITIATIVE
Academic Staff Structure Committee

Committee Charge Being Addressed by Proposal
• List potential new configurations/ideas to maximize efficiencies, service, productivity and engagement.
The Academic Reorganization Staff Structure Committee identified communication as key to a successful reorganization. Institutionally, communication has been lacking or inefficient in areas, often leading to the “Southern Miss Shuffle.” One measure of a successful reorganization would be leaving that term in the past. The Committee believes that addressing communication broadly at the university level and then more narrowly at the college and school levels should be a part of the implementation of reorganization. The committee also believes that effective communication is a vital part of student success and will enhance staff and faculty productivity. In the upcoming College-wide meetings, staff members need to be reminded and encouraged to avoid the “Southern Miss Shuffle” when possible by using email/phone communication with other departments to eliminate the need for students to have to walk across campus. Staff-to-staff communication is most effective, so staff will need a new staff directory and listserv.

All employees (staff/faculty/administration) play a part in recruitment, retention, and the overall experience of our students. Throughout the reorganization process, employees need to be reminded of the power they have to help students have positive experience at Southern Miss. Equally important is respecting the time it takes to be trained and to become accustomed to new university structures—and the time it takes to convey that information to students. All units must be kept informed, including support units that may not interact directly with students. With the continued delay of communication and with new upgrades and new systems it will be difficult for staff to receive adequate training and to adjust and engage in the reorganization. Our aspirational goal was to make things easier for students, help staff to be more efficient, and eliminate the “Southern Miss Shuffle,” but during this process we discovered a multitude of tasks that need to be accomplished just to keep the university running. Once these items have been addressed, we can begin work on the cultural change necessary to eliminate the “Southern Miss Shuffle.” The punch list has been a result of a strong collaborative effort among academic/nonacademic units.

Recognizing that we have a truncated timeline for implementation, it is critical that Administration, faculty, and staff embrace this plan and work together efficiently. Time needs to be allocated for staff to develop and learn new processes and systems, particularly for those directly affected by the new structures. Relationships with new Deans, Directors, Chairs, faculty, and staff will take time to develop. New roles and responsibilities will take time to learn and adapt to. Additionally, it will take time to physically make changes to signage, printed materials, and webpages. This plan will be initiated at the University level and communicated to Colleges and Schools. Implementation for each College and School may be different due to size and number of changes. Full support from Administration and university-wide participation will be crucial to this plan’s success. We have made recommendations in our punch list for all constituencies to be responsible for signage, printed materials, and webpages. We believe it is vital that all stakeholders and members of each community be given the proper communication of the reorganization to allow them to maintain the image of the university.
**Implementation Strategy**

University Communication Plan:
The initial proposal recommended that the University communicate all changes to Colleges and Schools by initiating signage changes and website updates. Full university communication and support is necessary to the success of the communication initiative. Efficient and concise distribution should increase staff and faculty productivity.

The committee feels the “punch list” developed in the initiative phase is a comprehensive list of tasks that must be performed during the reorganization transition. This list, in conjunction with moving targets including a new university website and other branding issues, requires that other portions of the reorganization strategy take a lesser priority until the transition period is complete.

Through conversations in this second phase, new methods have developed that will aid efficiency in the transition period. Of note, a document has been created containing the required elements for physical moves that will assist iTech, the Physical Plant, and the Post Office during this transition.

In order to avoid confusion, it is essential that a communication plan is developed and distributed to all constituents beyond the transitional phase. The committee recommends that the following communication strategies are continued after the completion of the punch list:

- Multiple avenues of communication will be necessary, as no one method will reach all constituents. Methods will include, but not be limited to: USMTalk, USM Mailout, Student Printz, email, SOAR Mobile, and classroom announcements. Investigate functionality of other programs we already own but are not fully implementing, e.g., SOAR Mobile, and the possibility of implementing push notifications which automatically pop up on a students’ phones.

- Where possible, easels, Smart TV’s, and signboards should be used to communicate changes (school/department office locations, advisor locations, etc.).

- Signage and marquis will be updated to reflect new college and school structure, departmental locations, etc. by mid-summer 2018, including removing all outdated signage to avoid confusion.

- Update web pages and investigate creating a student quick links page as a one stop shop for new and returning students.

- Continued communication from the Office of the President and Provost about “buy in” to the process and ways of thinking of themselves in the new College and School structures. Continued personal, face-to-face communication from Administration will enhance participation by faculty and staff and boost morale.

- Web pages will be updated with the new configurations that focus on questions both students and staff may have about the University reorganization.

- University employees will need to be fully committed to communicating information to stakeholders, especially students. Administration, staff, and faculty will be encouraged and reminded to go the extra step (phone calls, etc. when possible) to avoid the “Southern Miss Shuffle” of sending students all over campus. All employees ultimately assist in the retention and recruitment of students.
The committee recommends annual university-wide and semiannual college-wide convocations for staff be implemented to encourage ownership, cohesiveness, awareness, and understanding of the University vision, mission, and values.

The committee recommends that colleges begin to hold monthly meetings to keep administrative staff informed. This will increase and encourage collaboration and teamwork as we begin the transitional phase and continue into the future.

Changes in structure should be communicated to support offices. For example, auxiliary and support offices should be notified of college- and school-level personnel changes that will impact their work. New contact information should be disseminated to key units such as Human Resources, Office of the Controller, Office of Research Administration. A special email address should be set up in the Provost’s Office for faculty and staff to submit concerns/issues they are facing during implementation so these issues can be addressed as they arise throughout the first year.

**College/School level Communication Plan:**

**Staff:**
- Directors will convey the new school structure and responsibilities at the start of the Fall 2018 term.
- Deans and Directors will be mindful to create adequate time and space for staff to make the identified changes.
- Faculty members should highlight key changes in school structure via their course syllabi. The reorganization should be placed at the beginning of each course syllabus for the Fall 2018 semester, and via Canvas notifications where appropriate.

**Students:**
- Students will be encouraged to reference their USM email accounts for updated information (which may include advisor location changes, advisor changes, etc.)
- Students will be encouraged to opt in to SOAR Mobile if it is determined that function can be mobilized.

**Personnel involved:**
- All university employees have to “buy in” to the importance of communicating to stakeholders, especially students. Administration, staff, and faculty all will be encouraged and reminded to go the extra step (phone calls, etc. when possible) to avoid the “Southern Miss Shuffle” of sending students all over campus as all employees assist in the retention and recruitment of students.
- One or two staff members should be identified as liaisons in each college to handle concerns about personnel issues. Process-based concerns will be addressed in the monthly staff meetings held by each college.

**Fiscal Analysis:**
- Costs will be incurred to update signs, marquis, business cards, letterhead, and similar branded materials. Thought should be taken when possible to begin these purchases in fiscal year 2018 in order to mitigate the cost to fiscal year 2019. Cost will also be incurred in moving School offices, phones, etc. to new locations. This cost could be considerable for large schools and the university as a whole.
<table>
<thead>
<tr>
<th>Running List</th>
<th>Responsible Contact</th>
<th>Date to Complete By</th>
<th>Date Actually Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Finalize Organizational Charts</td>
<td>Dean's Office Budget Manager (send to Kristyna Varnado/Michelle)</td>
<td>To be determined</td>
<td></td>
</tr>
<tr>
<td>2. Submit moves to UPO for 911 updates</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>3. Notify the Post Office of any box changes</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>6/30/2018</td>
<td></td>
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<tr>
<td>4. Make decisions on whom changes can be made to letterhead, envelopes, business cards,</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>5. Verify/modify prebooked orders to Aramark for Caireenex budget string changes</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>6. Verify/modify prebooked orders to the Union for room registration purposes (Budget string and manager changes)</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
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<tr>
<td>7. Verify/modify pre-orders to Science Stores for budget string changes</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>8. Submit work order to update network printer settings when printers change location</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>9. Verify/modify orders Barnes and Noble of budget string changes</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>Develop new licenses for students at both the college and school level to communicate the new structure</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>Appoint a staff member and student in each new school to walk through the building(s) associated with the new school to be sure all signage, etc. has been removed</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>Complete check by all faculty and staff of webpages associated with them or their assigned area to be sure all updates have been made (207)</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>Contact Vendor to physically move any leased printer</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>7/2/2018</td>
<td></td>
</tr>
<tr>
<td>Submit work order to change security access in SOAR for job duty changes to include add and removal of access</td>
<td>Dean's Office Budget Mgr/Director and Admin Support at School level</td>
<td>6/20/2018 with effective date 7/1/2018</td>
<td></td>
</tr>
<tr>
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<tr>
<td>1. Submit work order to change security access in SOAHR for job duty changes to include add and removal of access (Supervisor changes)</td>
<td>Dean's Office Budget Mgr/Dirctor and Admin Support at School level</td>
<td>6/20/2018 with effective date 7/1/2018</td>
<td>6/20/2018 with effective date 7/1/2018</td>
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<tr>
<td>16. Submit to Donna Robbins a list of all current Department Heads (standing)</td>
<td>Dean's Office Budget Mgr/Dirctor and Admin Support at School level</td>
<td>6/20/2018 with effective date 7/1/2018</td>
<td>6/20/2018 with effective date 7/1/2018</td>
</tr>
<tr>
<td>17. AssetWorks and SDAF Property Control</td>
<td>Dean's Office Budget Mgr/Dirctor and Admin Support at School level</td>
<td>6/20/2018 with effective date 7/1/2018</td>
<td>6/20/2018 with effective date 7/1/2018</td>
</tr>
<tr>
<td>19. Submit to Property Control Contacts any asset tagged equipment moves</td>
<td>Dean's Office Budget Mgr/Dirctor and Admin Support at School level</td>
<td>6/20/2018 with effective date 7/1/2018</td>
<td>6/20/2018 with effective date 7/1/2018</td>
</tr>
<tr>
<td>20. Submit to Property Control Contacts any asset tagged equipment reassignments</td>
<td>Dean's Office Budget Mgr/Dirctor and Admin Support at School level</td>
<td>6/20/2018 with effective date 7/1/2018</td>
<td>6/20/2018 with effective date 7/1/2018</td>
</tr>
<tr>
<td>21. Complete In House Audits beginning August 1 - Due Sept 15</td>
<td>Dean's Office Budget Mgr/Dirctor and Admin Support at School level</td>
<td>6/1/18 through 9/15/18</td>
<td>6/1/18 through 9/15/18</td>
</tr>
<tr>
<td>22. Leadership changes/approvals for faculty status, student forms, and contacts for recruitment.  (added 4/30/18)</td>
<td>Dean's Office Budget Mgr/Dirctor and Admin Support at School level</td>
<td>6/20/2018 with effective date 7/1/2018</td>
<td>6/20/2018 with effective date 7/1/2018</td>
</tr>
<tr>
<td>23. Complete PA's for any individual changes - anyone transferring from 32 month position to 9 month position - anyone transferring from 9 month position to 12 month position - anyone with a department at change - anyone with a change in funding (Budget and ORA) source (i.e. budget string change) - anyone with a change in their pay rate - Any Job Title/level change</td>
<td>HR Partners/Krystyna Yamamoto</td>
<td>5/4/2018 (updated 5/2/2018)</td>
<td>5/4/2018 (updated 5/2/2018)</td>
</tr>
<tr>
<td>24. Updates done by faculty of their online directory information via their Self-Service link in 20. SDAF</td>
<td>HR Partners/Krystyna Yamamoto</td>
<td>To be determined</td>
<td>To be determined</td>
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**Academic Reorg Punchlist**

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<tbody>
<tr>
<td>25. Finalize job descriptions 10 weeks before</td>
<td>HR Partners/Krystyna Yamamoto</td>
<td>To be determined</td>
<td>To be determined</td>
</tr>
<tr>
<td>26. 8 weeks before, completed no later than 4 weeks before</td>
<td>HR Partners/Krystyna Yamamoto</td>
<td>To be determined</td>
<td>To be determined</td>
</tr>
<tr>
<td>27. Complete updates to F&amp;A Distribution</td>
<td>Jennifer Wilson/ORA</td>
<td>6/30/2018</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>28. Complete updates to F&amp;A Distribution</td>
<td>Jennifer Wilson/ORA</td>
<td>6/30/2018</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>29. Modify Grants Workflow in SDAFHR</td>
<td>Jennifer Wilson/ORA</td>
<td>6/30/2018</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>30. Change Causal</td>
<td>Jessica Turner</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>31. Change payroll entry rules</td>
<td>Kamran Dale/Krystyna Yamamoto</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>32. Complete system configuration on dept ID label change</td>
<td>Katie Walker</td>
<td>After 1st close</td>
<td>After 1st close</td>
</tr>
<tr>
<td>33. Complete system configuration on dept ID label change</td>
<td>Katie Walker/Melissa Bastine/Andrea Phillips</td>
<td>6/30/2018</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>34. Update campus authority for disp/dir E&amp;G, 14/13/10, 14/13/10 budgets</td>
<td>Katie Walker/Melissa Bastine/Andrea Phillips</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>35. Update default budgets for P Cards</td>
<td>Katie Walker/Michael Moss</td>
<td>9/1/2018</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>36. Complete PO follow up modifications</td>
<td>Katie Walker/Michael Moss</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>37. Complete Standing Orders and copy rental POs</td>
<td>Katie Walker/Michael Moss</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>38. Complete all Financial System Tress</td>
<td>Katie Walker/Michael Moss/ Bridget Malekus/Melissa Bastine</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
<tr>
<td>39. Close and July Close</td>
<td>Katie Walker/Michael Moss/ Bridget Malekus/Melissa Bastine</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>40. Confirm nothing needs to be modified for the Library systems</td>
<td>Lisa Jones/Valerie Enz</td>
<td>7/1/2018</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>41. Update default budgets in DSS (Effects bud 005)</td>
<td>Lynn Smith/Trenda McPhail</td>
<td>7/31/2018</td>
<td>7/31/2018</td>
</tr>
<tr>
<td>42. Communicate chartfield structure for schools, departments, and disciplines campus-wide</td>
<td>Lynn Smith/Trenda McPhail</td>
<td>7/31/2018</td>
<td>7/31/2018</td>
</tr>
<tr>
<td>43. Enter new and changed chartfields in SDAFHR</td>
<td>Melissa Bastine</td>
<td>6/30/2018</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>44. Update all vision reports</td>
<td>Nichol Green/Leslye Boyer</td>
<td>6/30/2018</td>
<td>6/30/2018</td>
</tr>
</tbody>
</table>
## Academic Reorg Punchlist

<table>
<thead>
<tr>
<th>Running List</th>
<th>Responsible Contact</th>
<th>Date to Complete By</th>
<th>Date Actually Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>36: Advisor information is updated in SOAR</td>
<td>Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>37: Confirm nothing needs to be modified in Canvas</td>
<td>Office of Online Learning/Chad Seals</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>38: Confirm long name and short name within PeopleSoft and communication needed to campus for dept 1 label change</td>
<td>Office of the Controller/Cheri Waldrip</td>
<td>4/4/2018</td>
<td></td>
</tr>
<tr>
<td>39: Review final payroll journal for new budget strings</td>
<td>Payroll/Andrea Phillips/Bridget Masek</td>
<td>7/5/2018</td>
<td></td>
</tr>
<tr>
<td>40: Identify and Modify all Campus Reports</td>
<td>PeopleSoft Business Analysts and Report Owners</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>41: Online access for building doors</td>
<td>Physical Plant work order/Chris Crenshaw</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>42: Update Building Sign (22) to reflect new College Name</td>
<td>Physical Plant/Chris Crenshaw</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>43: Review and update internal Signage (auditoriums, dean’s office, etc.)</td>
<td>Physical Plant/Chris Crenshaw</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>44: Submit a list to Physical Plant for vehicle reassignments (golf cart, car, van) (insurance, letter changes)</td>
<td>Physical Plant/Shana Riles</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>45: Modify Workflow for Purchasing in SAP/FIN</td>
<td>Procurement/Sandra Gunnard</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>46: Update recommender proxies for PCs</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>47: Modify all courses in the course catalog to reflect the new academic org changes</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/2/2018</td>
<td></td>
</tr>
<tr>
<td>48: Modify academic org changes</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>49: Identify College and School level approvers for new workflow processes</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>50: Create new workflow for Cancellations/Withdrawal requests (getting a consultant to help) using the delivered AWE framework</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>51: Create new workflow for Grade Change requests (getting a consultant to help) using the delivered AWE framework</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>52: Modify STR queries that use the Academic Org field (department level queries)</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>53: Add or remove security roles based on staff position changes</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>54: Modify every faculty members academic org</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>55: Complete Bulletin rewrite for USRD and GRAD</td>
<td>Registrar’s Office/Nichol Green/Lemuel Boyer</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>56: Submit work order for help with computer settings when a networked printer changes</td>
<td>Request from anyone needing help to ITech</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>57: Submit work order for help with computer settings when a networked printer changes</td>
<td>Request from Department to ITech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>58: Submit work order(s) to move internet service to a new physical location (changes for new wire pulls will apply)</td>
<td>Request from Department to ITech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>59: Submit work order(s) to modify ownership of listserv(s)</td>
<td>Request from Department to ITech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>60: Submit work order(s) to create new listserv(s)</td>
<td>Request from Department to ITech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>61: Submit work order(s) with criteria to modify code in dynamic lists</td>
<td>Request from Department to ITech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>62: Submit work order(s) to move Tech-owned security content(s)</td>
<td>Request from Department to ITech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>63: Submit work order(s) to move Tech-owned security content(s)</td>
<td>Request from Department to ITech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
</tbody>
</table>
### Academic Reorg Punchlist

#### Running List

<table>
<thead>
<tr>
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<th>Responsible Contact</th>
<th>Date to Complete By</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Submit work order to move Tech-owned A/V Classroom Equipment, Projectors or Screens</td>
<td>Request from Department to Tech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Submit work order to move Tech-owned Speakers</td>
<td>Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Submit work order to move Tech-owned V/N equipment</td>
<td>Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Submit work order to move Tech-owned Meeting Room A/V Equipment</td>
<td>Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Submit work order to move Tech-owned Meeting Room V/N Equipment (Cisco or Polycom)</td>
<td>Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Submit work order to move Tech-owned Hallway Monitor/Digital Signage</td>
<td>Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Submit work order to move Tech-owned and installed Microphone/Speaker systems</td>
<td>Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>String or deactivate</td>
<td>Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Submit request to modify access in Qualtrics if needed</td>
<td>Request from Department to Tech via Work Order</td>
<td>6/30/2018</td>
<td></td>
</tr>
<tr>
<td>Include add and removal of access</td>
<td>Request from Department to Tech via Work Order</td>
<td>7/1/2018</td>
<td>ASAP to 7/1/18</td>
</tr>
<tr>
<td>Complete and submit form link below for bulk PHONE and FURNITURE moves to #<a href="mailto:TILLUM@usm.edu">TILLUM@usm.edu</a></td>
<td>Salsy Downey COO, Gina McCarty COO, Tamela Sullivan COO, Terry Whitconson COO, La Cranford COO, Lashonda Thomas Provost’s Office</td>
<td>6/30/2018</td>
<td></td>
</tr>
</tbody>
</table>

#### Responsible Contact

- Salsy Downey, COO
- Gina McCarty, COO
- Tamela Sullivan, COO
- Terry Whitconson, COO
- La Cranford, COO
- Lashonda Thomas, Provost’s Office

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### Academic Reorg Punchlist

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</thead>
<tbody>
<tr>
<td>Send communication regarding info needing for update to requisition entry roles</td>
<td>Steve Ballew/Cheri Waldrop</td>
<td>After staffing changes finalized</td>
<td></td>
</tr>
<tr>
<td>Ensure the SouthernMS App is updated</td>
<td>Valerie Craig/Tech</td>
<td>7/1/2018</td>
<td></td>
</tr>
<tr>
<td>Physical Plant replace any missing ceiling tiles resulting from equipment moves</td>
<td>Physical Plant/Chris Crenshaw</td>
<td>7/1/2018</td>
<td></td>
</tr>
</tbody>
</table>

---

Last Saved 5/3/2018 8:48 AM  Page 7 of 7
### Directory Information

Your display name is how you will be listed in the online directory and in the global address list. You can change the display name below.

- **First Name**
- **Middle Name**
- **Nickname**

If you would like to use a nickname not available in the nickname search, please contact the ITech Help Desk at 601-266-4357 to have it added.

If you would like your middle initial to appear as part of your display name, enter it here.

Your name is currently displayed as:

<table>
<thead>
<tr>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
</tr>
</tbody>
</table>

**MESSAGE NOT FOUND** (2000,02)

- **Campus:** MBG
- **Office Building:**
- **Room:**

**Do not show Campus, Building and Room in the www.usm.edu People Directory.**

### Phone

Please enter 10 digit numbers for each PHONE field. "*" or "-" allowed.

<table>
<thead>
<tr>
<th>Department Phone:</th>
<th>Office Phone:</th>
</tr>
</thead>
</table>

**Do not show Office Phone in www.usm.edu People Directory**

**Mobile Phone:**

**Do not show Mobile Phone in www.usm.edu People Directory**

<table>
<thead>
<tr>
<th>Fax Number:</th>
</tr>
</thead>
</table>

---

19
Appendix B Support Units/Hattiesburg
Admissions – Hattiesburg Campus 6-5000
Registrar Office 6-5006
Human Resources 6-4050
Payroll 6-4084
Purchasing 6-4131
Travel 6-4131
Accounts Payable 6-4131
Office of Research Administration 6-4119
Vice President for Research Office 6-5116
Business Services 6-4137
University Communications 6-4491
Graduate School 6-4369
General Counsel 6-4466
Athletics 6-5017
Barnes and Nobles Textbook Center 6-4381
Office of the Controller 6-4084
Disability Accommodations 6-5024
Dean of Students 6-6028
Foundation 6-4095
iTech 6-4357
Honors College 6-4533
New Student Retention Programs 6-6405
Office of Online Learning 6-5518
Physical Plant 6-4414
Receiving 6-5431
Student Success Center 6-6405

Appendix C Support Units/Gulf Park/GCRL/Stennis
Admissions – Gulf Park Campus 4-3444
Business Services – Gulf Park 4-4520