

MEMORANDUM

TO: LCC Faculty and Staff

RE: Moratorium on course, program, organizational and business process changes due to ctclink conversion

DATE: September 28, 2016

A small but dedicated group of LCC employees has been working for the past several months to convert existing LCC data into the PeopleSoft environment. Starting on October 12, 2016, we will no longer have the ability to make changes to the structure of our PeopleSoft data prior to go live.

For this reason, it is necessary to put a moratorium on making any additional data changes in our system prior to go live that are not essential to LCC operations. These changes include but are not limited to the following:

- Course information such as course numbers, credits, pre-requisites, course title, course description, etc.
- Program information such as information contained within program planners.
- Business process changes such as those related to admitting students, orientation of new students, processes related to student fees, processes related to financial aid or the awarding of financial aid.
- Structural changes such as departmental reorganizations or reassignments, including academic disciplines.

This moratorium is not intended to impede normal committee and governance processes, but may have a significant impact on implementation/effective dates if related to system data.

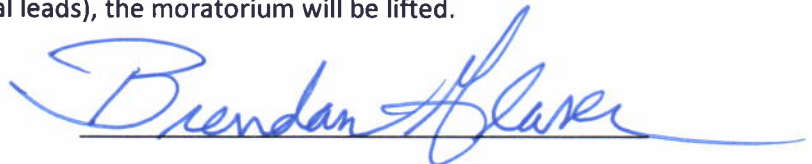
Potential negative impacts of making changes to system data after October 12 include but are not limited to loss of financial aid or financial aid eligibility for students, excessive workload for LCC staff, the possibility of conflicting or contradictory information being provided to LCC employees, students or the public, and errors related to data configuration and conversion.

There may be exceptions to the moratorium. Proposed exceptions to the moratorium must receive approval from the Executive Leadership Team, with appropriate input from the affected PeopleSoft pillar (including Campus Solutions, Human Capital Management and/or Finance).

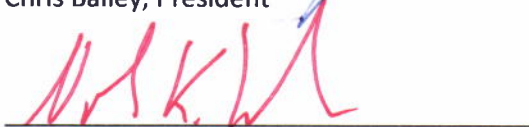
Once we have reached a point of relative stability after go live (as determined by the Executive Leadership Team with appropriate input from project and functional leads), the moratorium will be lifted.



Chris Bailey, President



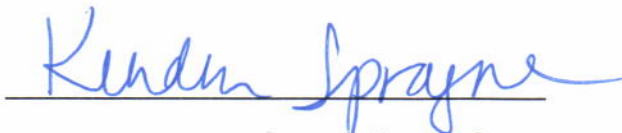
Brendan Glaser, VP of Instruction



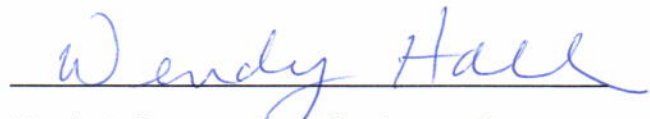
Nolan Wheeler, VP of Administrative Services



Sue Orchard, VP of Students



Kendra Sprague, VP of Foundation, HR & Legal Affairs



Wendy Hall, Assoc. VP of Effectiveness & College Relations