



Change Agent Network Kickoff Meeting

May 4, 2023



Welcome, Change Agents!



Mindy Watson, EdD
CHES Strategic Change Officer

Agenda

- 01 CHES Update
- 02 Change Agents: Your Mission
- 03 Mission: All Together Update
- 04 Talking Points
- 05 Common Questions and Next Steps

CHES Update



Kathy Ulibarri
CHES Chief Executive Officer

CHES Mission, Vision, and Values



Mission

CHES supports independently governed member colleges by sharing tools, talent, and best practices so that we are laser focused on providing a world-class student experience leading to success for all students.

Vision

Independently governed colleges strategically partnering on operations to focus resources where they matter – on achieving success for all students!

Values

Collaboration, **Honesty**, **Equity**, **Sustainability**, **Student Success**



Current CHES Projects



Workday Wave 2 Enterprise Resource Planning (ERP)



Workday Wave 1 Student Information System (SIS)



Shared Support Services for Workday



Modern Campus Lumens - Continuing Education



Workday Learning



Cybersecurity Shared Services



Procurement Alignment

Learn the Lingo



Term	Definition
CHES	The Collaborative for Higher Education Shared Services (CHES) is a nonprofit that employs a unique approach to transform the student experience and streamline administrative operations by aligning processes among member colleges. Central New Mexico Community College, Clovis Community College, Mesalands Community College, Northern New Mexico College, San Juan College, and Santa Fe Community College are the partners who collaborate extensively to design and implement an improved, modern, shared technology foundation.
Mission: All Together	The project name assigned to implementing Workday’s Enterprise Resource Planning solution and Student Information System.
Enterprise Resource Planning (ERP) Solution	An ERP is an integrated suite of software applications using the same platform to strategically share resources and information for HR, Payroll, and Finance operations. Workday is our ERP tool.

Change Agents: Your Mission



Mindy Watson, EdD
CHES Strategic Change Officer



Welcome to Workday!

What is a Change Agent?



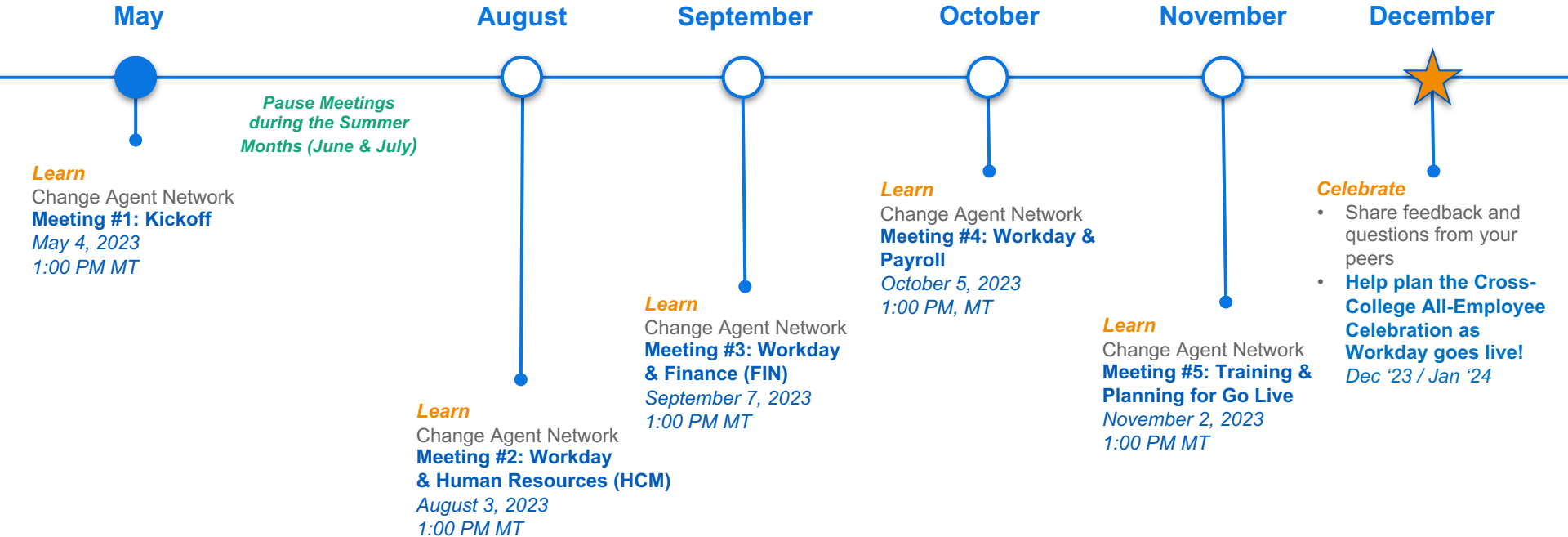
Mission Change Agents are a network of faculty and staff who will help frame and communicate key messaging to support the adoption of Workday at each CHES college.

Key Responsibilities

- Attend 5 information sessions (recordings will be made available).
- Learn about the CHES organization, Mission: All Together, and the transition to Workday.
- Support your coworkers in preparing for Workday by sharing key updates and communications from the CHES Change Management team.
- One to three hours / month commitment with additional hours needed as go-live approaches (maximum of six hours / month).



Timeline for Change Agent Meetings



What are the Benefits?



Leadership:

- Serve as a champion by gaining valuable insights on the Workday ERP project and promote the value of the changes.

Community:

- Connect with peers across CHES colleges

Socialize:

- Act by sharing key updates within your college



Mission: All Together Update



Trish Heaton

CHES Talent Training & Development Officer

Mission: All Together Project Timeline

Collaborative for Higher Education Shared Services

Plan
Feb '23 - Apr '23



Architect
Apr '23



Configure & Prototype
May '23 - July '23



Test
Aug '23 - Oct '23



Deploy
Nov '23 - Dec '23

- Begin Project and Conduct Project Planning
- Provide Training for ERP Project Team (ongoing)
- Build Foundation Workday Tenant (Instance)



- Conduct ERP Survey #1
- Conduct Foundation Alignment Sessions
- Gather details for Integrations and Reports requirements
- Build the Configure & Prototype Workday Tenant



- Conduct Unit Testing and Customer Confirmation Sessions
- Develop Training Plan for CHES employees
- Prepare for Test Stage
- Build End to End Workday Tenant
- Conduct ERP Survey #2



- Conduct End-to-End & Payroll: Parallel Testing
- User Readiness Review
- Develop Cutover Plan
- Develop End User Training Materials
- Conduct ERP Survey #3



- Conduct ERP Survey #4
- Deliver End User Training
- Build the Gold / Pre-Production Workday Tenant
- **Launch Workday**



CHANGE MANAGEMENT

PROJECT MANAGEMENT

WEEKLY WORKSTREAM MEETINGS

 Stage Review

Learn the Lingo



Term	Definition
Workday	Workday is a cloud-based ERP solution that will consolidate the various financial, payroll, and human resources applications from CHES colleges into one central system.
Human Capital Management (HCM: HR and Payroll)	The HCM workstream unifies human resources, benefits, talent management, payroll, time and attendance as well as recruitment.
Finance (FIN)	The finance workstream includes accounting, finance, financial reporting, analytics, revenue management, projects, and expenses.
Technical	The technical workstream includes data conversion, integrations, and reporting. This team weaves details from both the HCM and FIN workstreams to fill the missing pieces in building Workday for CHES.
Change Management (CM)	The change management workstream manages the “people” side of change by preparing, supporting, and equipping individuals to drive change success.

Learn the Lingo



Term	Definition
Workstream	An organizational structure within the Mission: All Together project framework which divides tasks of the project to specific teams (e.g., HCM/HR, Financials, Technical, Change Management).
Tenant	A tenant is a unique instance of Workday. Tenants provide dedicated, secure spaces where data exists independently of other tenants.
Prism Analytics	Workday Prism Analytics blends Workday data with information from external sources, including legacy systems.
Enterprise Interface Builder (EIB)	An EIB builds simple inbound and outbound integrations between Workday and external endpoints. EIB provide a framework to build integrations based on the unique business needs of CHES.

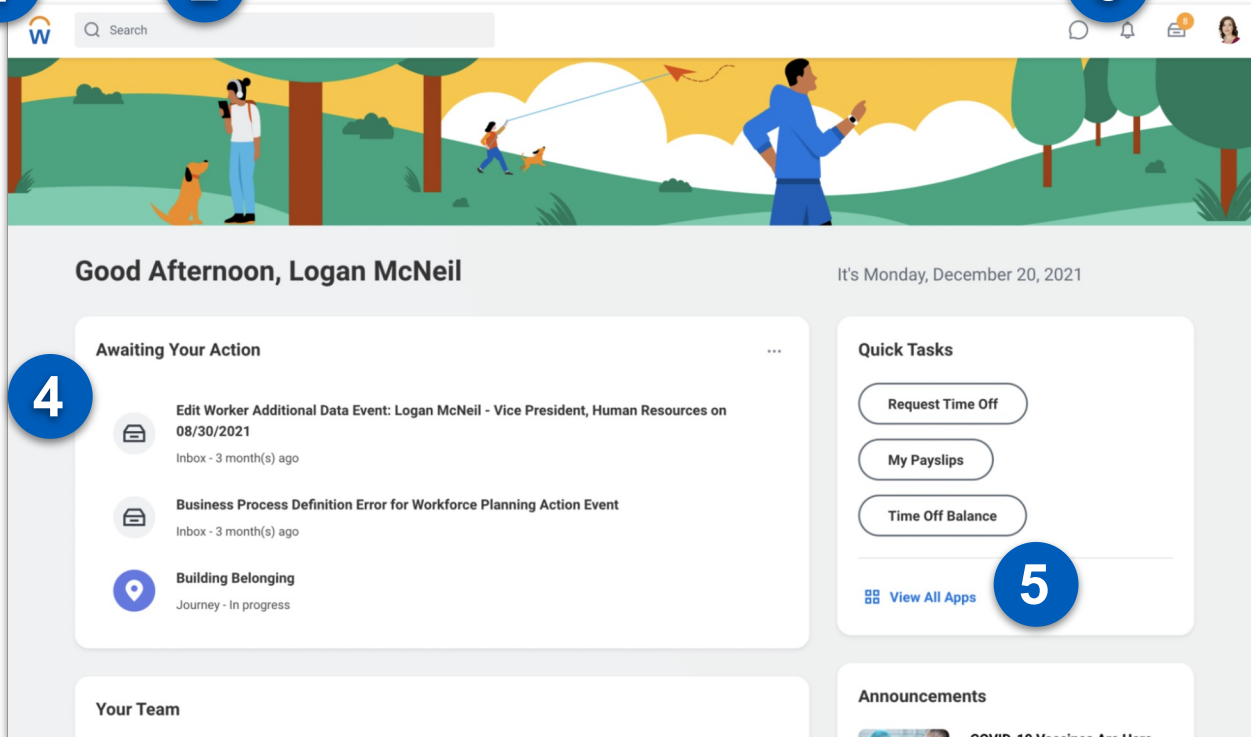
Workday Navigation



1

2

3



1

Home Button

2

Search Bar

3

Notifications/Inbox

4

Actions

5

Applications



DEMO

Workday Landing Page

Talking Points



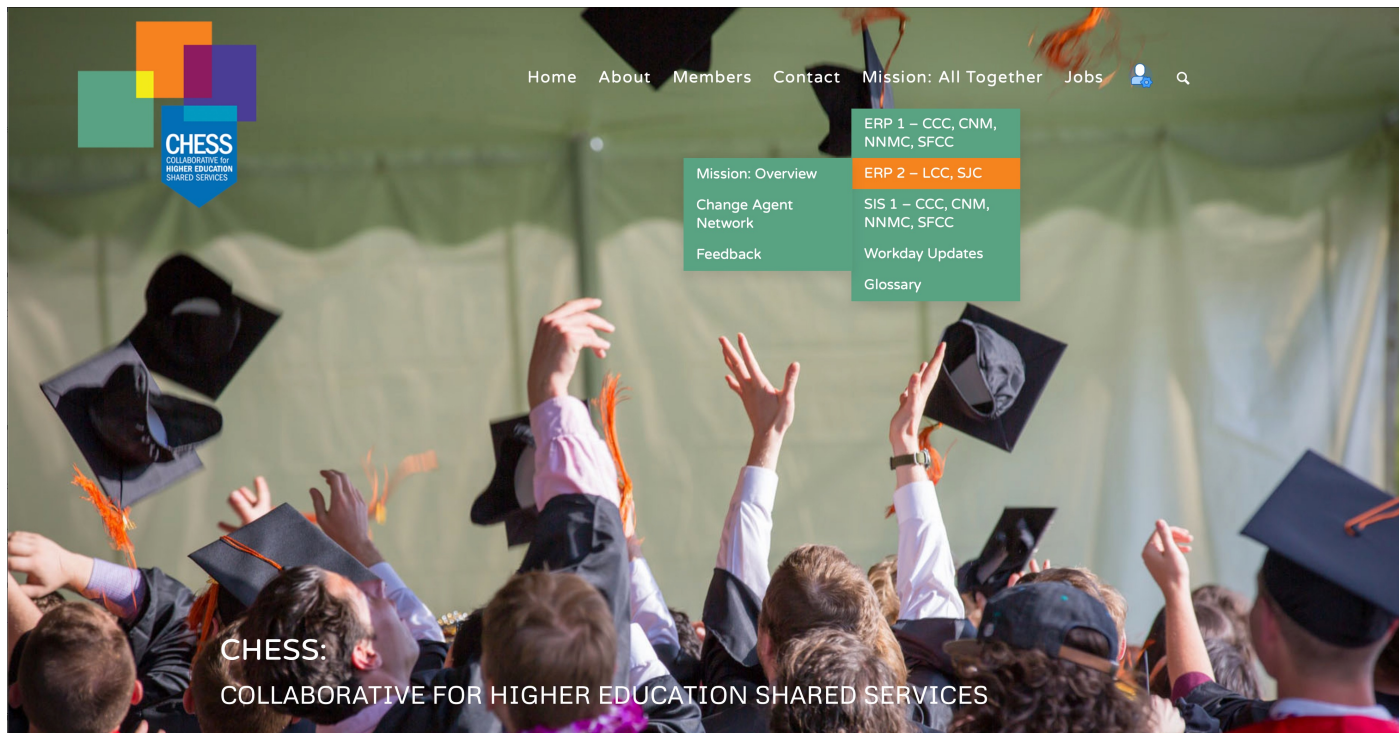
Mindy Watson, EdD
CHES Strategic Change Officer

Talking Points to Share with your Peers



- **Workday is coming:** Beginning in December 2023, all SJC and LCC employees will gain access to Workday, a cloud-based ERP, that will assist employees in managing personal info, payroll, benefits, and more.
- **Readiness Survey:** We are conducting the Workday Readiness – Baseline Survey This week! We would love to see 100% Participation across both institutions. The survey is hosted by SJC (survey has their logo at the top), but we are looking for participation from both schools.
- **Training Timeline:** The CHES Change Management teams will provide training for all employees prior to go live. Expect to hear more about specific opportunities to attend training sessions in November / December 2023.
- **Stay up to date online:** Visit the chess.edu website and select the Mission: All Together ERP 2 tab for the most up-to-date information on the Workday Implementation, timeline and available resources.
- **Change Agent Recruitment:** We are still looking for more Change Agent recruits. Interested individuals can sign up on chess.edu.

Introducing CHESSEDU





CHESS.EDU

Common Questions



Question	Answer
Who will use Workday?	At a minimum all employees will use Workday for time entry and leave requests.
How will you access Workday?	Workday will be available via computer, tablet, and mobile device.
When will you access Workday?	Workday will be available in December 2023. You will receive more information and training in the weeks before Workday goes live.
What will I be able to do in Workday?	Employees will have direct access to your Human Resources and Finance information, including the following tasks: <ul style="list-style-type: none">● View and update personal information, such as address and emergency contacts● View pay stub and change direct deposit information● Download tax documents and change tax withholdings● Select health benefits during open enrollment● Add and update dependents and beneficiaries● Submit expense report● Review budget● Submit purchase requests
Where can I learn more information?	The most up to date information is available on chess.edu under Mission: All Together.

Next Steps



1

Share talking points with your peers.

2

Compile and share feedback with the CHES Change Management team via email, the feedback form, or in person at our next meeting.

3

Plan to attend our next meeting on August 3, 2023, at 1:00pm MST, focused on Workday & Human Resources (HCM).

How to Share Feedback



1

Share feedback directly with the CHES Change Management Workstream co-leads, Daphne Welp (daphne.welp@chess.edu), Mindy Watson (mindy.watson@chess.edu) & Trish Heaton (trish.heaton@chess.edu).

2

Submit insights through our feedback form available on chess.edu under Mission: All Together, ERP 2 - LCC, SJC.

3

Compile and share feedback during our **Change Agent** meetings throughout the deployment.

Thank you!



Contact Us



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Trish Heaton, CHES, trish.heaton@chess.edu

Daphne Welp, CHES, daphne.welp@chess.edu





Thank you!

