

## Committee Charter

**Title:** OnePurdue Change Management and Communication Advisory Committee

**Effective Date:** June 1, 2006

**Chair:** John Sautter, Vice President for Housing and Food Services

### **Introduction:**

The OnePurdue Change Management and Communication Advisory Committee (CMCAC) reports to the ERP Implementation Steering Committee on an advisory basis under the supervision of John Sautter, vice president for Housing and Food Services. The committee is composed of key stakeholders from across the Purdue University system.

### **Purpose:**

The Change Management and Communication Advisory Committee is responsible for offering advice and input related to strategic approaches to managing and communicating the changes associated with OnePurdue. The committee will help ensure that all pertinent information is accurately conveyed to the appropriate constituents and stakeholders. It will also develop and facilitate communication vehicles to help ensure OnePurdue's success. The CMCAC is a non-voting committee. Its recommendations will be presented to the OnePurdue change management team and ERP Implementation Steering Committee.

Members of the former OnePurdue Communication Advisory Committee who did not become part of the Change Management and Communication Advisory Committee will serve in an informal communication network, lending their unique skills and perspective to the CMCAC on issues of relevance to their departments or campuses. In addition, they will be notified of all CMCAC meetings so they can participate via conference call as they wish. (See addendum for more information about this group.) The communication manager and communication coordinator will act as liaisons with members of this network.

As the focus of OnePurdue shifts toward the implementation of student applications, the composition of the Change Management and Communication Advisory Committee will evolve to include more members with expertise in student-related functions within the University.

### **Objectives:**

The core objectives of this committee are to:

1. Provide feedback on proposed strategic approaches to change readiness assessment, resistance mitigation, workforce transitions and change communications.
2. Represent constituencies by communicating OnePurdue concerns, issues and general perceptions to OnePurdue's change management team and the ERP Implementation Steering Committee.

3. Consistently impress upon all audiences that OnePurdue is crucial to the University's pursuit of its strategic goals.
4. Take change management strategies back to constituencies, including those at regional campuses, to ensure that they are well communicated and circulated.
5. Advocate the use of the Prosci methodology to guide individuals through the transition to OnePurdue.
6. Focus and coordinate effective and appropriate communication about OnePurdue throughout the Purdue system.
7. Prepare all stakeholders for the implementation of OnePurdue.

**Responsibilities:**

1. Represent key stakeholders and constituents.
2. Serve as a communication conduit to and from stakeholders and constituencies to the ERP Implementation Steering Committee.
3. Proactively support and participate as necessary in all phases of the OnePurdue project, including business process redesign, ERP configurations and ERP implementation.
4. Chair and/or participate on subcommittees as necessary.
5. Meet monthly or as necessary.
6. Offer advice and counsel related to proposed OnePurdue change management and communication strategies regarding:
  - a. Change Readiness
  - b. Mitigating Resistance to Change
  - c. Change Communication
  - d. Workforce Transitioning
  - e. Workforce Development and Support Services
7. Assess the communication needs of the University in regard to OnePurdue's implementation.
8. Determine the strategic communication goals that will satisfy the pre-assessed communication needs of the project.
9. Maintain communication and coordination with other OnePurdue advisory committees to ensure that clear and consistent information is being conveyed to constituents and stakeholders.
10. Consistently evaluate current OnePurdue communication modalities for effectiveness, and develop replacement methods as needed.

**Meetings:**

- Every other Monday; additional meetings will be called by the chair as needed.
- First meeting to be held June 2006.
- Agenda items approved by the chair.
- Chair has responsibility for making final decision on alternatives brought before committee.
- Approved agendas and minutes will be maintained in an electronic, online archive.
- Regional campus members may participate via teleconferencing.

**Appointment Term:**

The term for appointment to this committee is June 2006 through June 30, 2008.

Proposed:

Approved:

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John Sautter, Chair  
OnePurdue Change Management and Communication  
Advisory Committee

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Rabindra N. Mukerjea, Chair  
OnePurdue ERP Implementation Steering  
Committee

## Addendum

### **Committee Membership Roles:**

<b>Name</b>	<b>Area</b>	<b>Campus</b>
John Sautter, Chair	Housing and Food Services	West Lafayette
Adedayo Adeniyi	OnePurdue Change Management	West Lafayette
Lucia Anderson/Janet Bessler	Business Services	West Lafayette
Laura Curry	Head Advisers Group	West Lafayette
Tom Ganz	Employee Relations	West Lafayette
Lee Gordon/Andrew Koch	Student Services	West Lafayette
Dave Jones	OnePurdue Change Management	West Lafayette
Steve Jones	University Periodicals (OnePurdue Communications Coordinator)	West Lafayette
Julie Kercher-Updike	ITaP Customer Relations	West Lafayette
Dena Lyst	Human Resources	Fort Wayne
James Mullins	Council of Academic Officers	West Lafayette
Dave Petritz	County Extension	West Lafayette
Amy Raley	University Periodicals (OnePurdue Communications Manager)	West Lafayette
Gail Riese	Physical Facilities	West Lafayette
Cindy Roberts	Organizational Leadership and Supervision	North Central
Nancy Rodibaugh	Human Resources Services Communications	West Lafayette
Alysa Rollock	Human Relations	West Lafayette
Gayla Ruark	CSSAC	West Lafayette
Mark Sharp	Calumet Campus	Calumet
Michele Summers	Statewide Technology	Kokomo/Lafayette
Chris Tompkins	APSAC	West Lafayette
Dana Werner	Graduate School	West Lafayette
David Williams	University Senate	West Lafayette
Sharon Williams	HR Training and Development	West Lafayette

**Communication Network:**

The following individuals served on the former Communication Advisory Committee and will now be part of a communication network to help distribute information about OnePurdue throughout their departments, units or campuses:

<b>Name</b>	<b>Area</b>	<b>Campus</b>
Susan Alderman	Fort Wayne Campus	Fort Wayne
Carol Connelly	North Central Campus	North Central
Cheryl Erwin	CSSAC	West Lafayette
Spencer Hahn	Student Government	West Lafayette
Sangita Handa	PACADA	West Lafayette
James Johnson	Organizational Leadership and Supervision	Calumet
Elaine McVay	Housing & Food Services	West Lafayette
Jennifer Kapp	ITaP	West Lafayette
Rebecca Richardson	APSAC (alternate)	West Lafayette
Rizaldi Sistiabudi	Purdue Graduate Student Government	West Lafayette
Glenn Sparks	University Senate	West Lafayette