

# CAYUGA COMMUNITY COLLEGE

## OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING (OIRP) PROJECT SCHEDULING AND PRIORITIZATION PLAN

Prepared January 2021

### OVERVIEW

In its 2019-20 Functional Area Review self-study report, the Office of Institutional Research and Planning (OIRP) identified capacity as a challenge for the unit. The external reviewers noted that OIRP's volume of deliverables has strained the capacity at the current staffing level and expressed concern over the consequences of not resolving a continued capacity strain.

OIRP generated an action plan in response to the external reviewer report that included the following goal: "Develop strategies to address the OIRP capacity issue (exceeded standard work hours by 25.7% in 2019-20 which is not sustainable long term)." To accomplish this goal, OIRP specified that the unit would develop a project prioritization plan for senior leadership and implement a Data Request Form (that includes research question and supervisor approval workflow) as a means of establishing priorities and streamlining work. *(See attached copy of **Data Request Form.**)*

### PROJECT CALENDAR

OIRP instituted the use of a project calendar in the 2017-18 academic year which is broken into three timeframes/terms (Fall, Spring, Summer). The calendar was instituted as a means of ensuring that all external deadlines were met and to track time spent on projects for accurate future scheduling. Prior to the start of each term, a project calendar is established that includes an itemized list of work scheduled for each week. Each item is broken into one the following categories: SUNY submissions, external submissions, benchmarking projects, internal projects, grants, surveys, or scheduled meetings/trainings. Each entry also includes the amount of time scheduled for the specified week, actual hours spent that week, deadline date and completion date. When work occurs on items not scheduled in the established project calendar, the items are logged as unscheduled tasks or unscheduled meetings/trainings. *(See attached **sample project calendar.**)* At the conclusion of each project cycle, the project calendar is closed out and forwarded to the unit's supervisor. This closed out calendar clearly shows the hours worked each week overall and by task as well as unscheduled tasks that were logged. *(See attached **sample of a closed-out project calendar.**)* At the conclusion of the academic year, an analysis is completed that documents the amount of time spent on each of the calendar categories. *(See attached **sample annual project analysis.**)*

Since mandatory external and benchmarking submissions with non-negotiable deadlines are critical components of OIRP's function, each academic year an annual submission calendar is also generated. The calendar is broken into the categories of benchmarking, IPEDS, National Clearinghouse, NYSED, SUNY and Other. The calendar documents the total estimated time for completion, deadline and completion date. The calendar is shared with the unit's supervisor who can refer to it if any relevant questions arise at the senior staff level.

Despite the unit's best planning efforts, 30% (1,045 hours) of the project hours logged during 2019-20 academic year were spent on tasks and meetings not scheduled when the project calendars were developed and had to be inserted without notice – sometimes in weeks that were already overbooked. Consequently, a prioritization plan is being established for weeks when the unit is overbooked.

# PRIORITIZATION

The following priorities scheme (with specified samples) will guide OIRP decisions regarding work assignments and priorities:

## 1. Non-negotiable External Submissions

- SUNY (various--approximately 25)
- IPEDS (13)
- Middle State Annual Institutional Update
- National Clearinghouse Enrollment (approximately 12)
- National Clearinghouse Degree (4)
- New York State Education Department (NYSED) (various--15)
- NC-SARA

## 2. External Submission Support

- SUNY (various--approximately 4)
- Annual Financial Audit
- FISAP
- Military Friendly Survey
- Peterson's

## 3. SUNY Mandates/Requests

- Sexual Violence and Prevention Campus Climate Survey (SVP)
- Chancellor's Student Satisfaction Survey
- Mode of Instruction Survey

## 4. Benchmarking Submissions

- AAUP Faculty Compensation Survey
- National Community College Benchmark Project (NCCBP)
- Student Achievement Measure (SAM)
- Voluntary Framework of Accountability (VFA)

## 5. Requests from President's Office

- Economic Impact Study
- Advocacy Data
- Media Requests
- YEA! potential participant list

## 6. Grant Application/Support

- Perkins Grant Annual Application and Reporting
- Perkins CLNA Submission
- CLICKS Grant Application
- SSTF Grant Reporting

## **7. Regular Internal Documents/Publications**

- Annual Fact Book
- Annual Student Profile
- Monthly Enrollment Reports

## **8. Ad hoc Requests from Senior Leadership**

- Program Viability Analysis
- K-12 FTE (for budget projections)
- Developmental Math/English FTE Fall Trends

## **9. Ad Hoc Requests Related to Institutional Priorities**

- Fall 2020 Applicants: Fall Enrollment Status
- Enrollment by Program: Fall Trends

## **10. Other Misc. Ad Hoc Requests**

- Fall 2019 Course Success Rates: Online vs. In-person
- English Placement and Success Analysis
- Enrollment Data for BMI Licensing
- CPEP Student Success Analysis

## **SUMMARY**

OIRP very successfully juggles competing deadlines/requests, however, when the unit has significant capacity issues the above prioritization scheme will be employed. While unscheduled priorities are to be expected, senior leadership and other staff can help minimize their occurrence and impact by notifying OIRP of potential upcoming requests as soon as possible. Ideally, OIRP would be notified of needs by early August for inclusion in the Fall calendar, by mid-December for the Spring project calendar and by mid-May for the Summer calendar.

# Data Request Form

Please review the Cayuga Community College Fact Book and Student Profile to see if the information you seek is already available. If not, continue completing this form.

After your data request is completed, a copy be emailed to you. Your data request will be sent to your supervisor for approval. If approved, you will be notified of the status and estimated completion date by the Office of Institutional Research & Planning (OIRP).

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not **smille29ccc@gmail.com**? [Switch account](#)

\* Required

I have reviewed the Fact Book and Student Profile and confirm that the information I seek is not available. \*

I confirm

Date of Request: \*

Date

mm/dd/yyyy

Requestor's Name: \*

Your answer

Requestor's Email Address: \*

Your answer



Supervisor's Email Address: \*

Your answer

Title of Request: \*

Your answer

Please provide a detailed description of the data/information you are requesting or the question you are trying to answer. \*

Select all that apply.

Your answer

If not provided in the previous item, specify what timeframe parameters should be used for the data compilation.

(e.g., academic years, terms)

Your answer

For what purpose(s) will the data be used? \*

Select all that apply.

Choose



If other, please specify below:

Your answer

How will the requested data benefit the college/your department? \*

Your answer

If you have any output format preferences/requirements, please specify.  
(e.g., Excel spreadsheet, data tables, report)

Your answer

Desired Date of Completion: \*

(Note: While every effort will be made to meet your desired date of completion, the actual completion date will depend on the complexity of the request and staff availability.)

Date

mm/dd/yyyy

If you have a document that further clarifies your request or you have a previous OIRP document similar to what you are requesting, please attach it here.

 Add file

Submit

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# Spring 2021 Projects/Tasks

Final

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 1/4/21 - 1/8/21</b>			<b>73.50</b>	<b>0.00</b>					
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: January: Switch focus to Spring	Internal	---	2.00		01/06/21		Sandy Miller	Sr. Staff	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: January: Review	Internal	---	0.25		01/06/21		Ginnie Rudnick	Sr. Staff	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: January: Finalize and Distribute	Internal	---	0.25		01/06/21		Sandy Miller	Sr. Staff	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 2.4 Fall Degree-Credit Enrollment: Review SUNY Upload	External	!	2.00			01/15/21	Ginnie Rudnick	NYSED	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 2.4 Fall Degree-Credit Enrollment: Finalize & Lock	External	!	0.50			01/15/21	Ginnie Rudnick	NYSED	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 2.8 Residence and Migration of College Students: Review SUNY Upload	External	!	3.00			01/15/21	Ginnie Rudnick	NYSED	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 2.8 Residence and Migration of College Students: Finalize & Lock	External	!	1.00			01/15/21	Ginnie Rudnick	NYSED	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Fall 2020: Post	SUNY	!	0.50		01/24/21		Sandy Miller	SUNY	
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Fall 2020: Prep for Submission	SUNY	---	1.50		01/13/21		Ginnie/Sandy	SUNY	
11														
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Coding for IPEDS/AAUP: Coordinate Fall 2020 Rank/Tenure Status with HR	External	!	2.00		01/12/21		Ginnie Rudnick		
13														
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED-1 Argos Report: Review/Coordinate Revisions with IT	Internal	!	2.00		01/15/21		Sandy Miller	NYSED	
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategic Plan Student Profile: Review/Proofread	Internal	---	3.00		01/08/21		Sandy Miller	Keiko	
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strategic Plan Student Profile: Finalize & Distribute	Internal	---	2.00		01/08/21		Ginnie Rudnick	Keiko	
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Follow Up Survey: Follow up Calls Round 3	Grants	!	6.00		01/13/21		Sandy Miller	NYSED	
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Prepare Graph/Table Tracking Sheet	Internal	---	2.00		01/13/21		Ginnie Rudnick	Sr. Staff	
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	---	5.00		03/10/21		Sandy Miller	Sr. Staff	
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Create Graphs/Tables	Internal	---	2.50		03/10/21		Sandy Miller	Sr. Staff	
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spring 2021 Project Calendar: Revise Draft	Internal	---	6.00		01/12/21		Ginnie Rudnick	IR	
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spring 2021 Project Calendar: Review Draft	Internal	---	1.00		01/12/21		Sandy Miller	IR	
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spring 2021 Project Calendar: Finalize & Distribute	Internal	---	2.00		01/12/21		Ginnie Rudnick	IR	
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall 2020 Project Calendar: Final Time and Status Updates	Internal	---	2.00		01/08/21		Ginnie/Sandy	IR	
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Project Scheduling/Prioritization Plan: Develop	Internal	---	2.00		01/31/21		Ginnie Rudnick	Sr. Staff	FAR Goal
26														
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID Pool Testing	Internal	!	0.5		01/04/21		Ginnie Rudnick		
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID Pool Testing	Internal	!	0.5		01/05/21		Sandy Miller		
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: December 2020	Internal	↓	0.50		01/08/21		Sandy Miller	HR	
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: December 2020	Internal	↓	0.50		01/08/21		Ginnie Rudnick	HR	
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	---	0.50		01/08/21		Ginnie Rudnick	IR	
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	---	0.50		01/08/21		Ginnie Rudnick	IR	
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00		01/08/21		Ginnie/Sandy	IR	
34														
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post Holiday Hours	Time Off/Holiday		15.00		01/08/21		Ginnie/Sandy		
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		01/05/21		Ginnie/Sandy	IR	
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IR Project Update	Meeting/Training		1.00		01/06/21		Ginnie/Sandy		

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID Impact Follow Up	Meeting/Training		1.00			01/06/21		Ginnie Rudnick	Keiko/Elizabeth	
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		2.00			01/08/21		Ginnie/Sandy		
41														
42														
43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 1/11/21 - 1/15/21</b>			<b>73.50</b>	<b>0.00</b>						
44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCH Degree Verify: Fall 2020	External	!	1.00				01/15/21	Sandy Miller	NCH	
45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 1 Admissions & Academic Preparation of FT Freshman: Compile Data	External	!	6.00				01/29/21	Ginnie Rudnick	NYSED	
46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Fall 2020: Prep for Submission	SUNY	-	1.50			01/13/21		Ginnie/Sandy	SUNY	
47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Fall 2020: First Run	SUNY	!	1.00			02/07/21	02/15/21	Sandy Miller	SUNY	
48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Fall 2020: First Run	SUNY	!	1.00			02/07/21	02/15/21	Sandy Miller	SUNY	
49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Fall 2020: Review	SUNY	!	0.25			02/07/21	02/15/21	Ginnie Rudnick	SUNY	
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Winter 2021: First Run	SUNY	-	0.50			02/08/21		Sandy Miller	SUNY	
51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Winter 2021: Review	SUNY	-	0.50			02/08/21		Sandy Miller	SUNY	
52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Winter 2021: Finalize & Lock	SUNY	-	0.25			02/08/21		Sandy Miller	SUNY	
53														
54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Coding for IPEDS/AAUP: Coordinate Fall 2020 Rank/Tenure Status with HR	External	!	0.50			01/12/21		Ginnie Rudnick		
55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAUP Faculty Compensation Survey 2020-21: Forward Instructions to Marie & Denise	Benchmarking	!	1.00				02/19/21	Ginnie Rudnick	AAUP	
56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Follow Up Survey: Follow up Calls Round 3/4	Grants	!	6.00			01/13/21		Sandy Miller	NYSED	
57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Follow Up Survey (for CTEA-1): Last Chance Reminder	Grants	!	1.00			01/14/21		Ginnie Rudnick	NYSED	
58														
59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED-1 Argos Report: Review/Test/Coordinate Revisions with IT	Internal	!	2.00				01/15/21	Sandy Miller	NYSED	
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED-1 Argos Report: Final Revisions and Testing	Internal	!	1.00				01/15/21	Sandy Miller	NYSED	
61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Revise Form/Instructions	Internal	-	2.00				01/22/21	Sandy Miller		
62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	-	10.00			03/10/21		Sandy Miller	Sr. Staff	
63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Create Graphs/Tables	Internal	-	5.00			03/10/21		Sandy Miller	Sr. Staff	
64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	-	10.00			03/10/21		Ginnie Rudnick	Sr. Staff	
65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Create Graphs/Tables	Internal	-	4.00			03/10/21		Ginnie Rudnick	Sr. Staff	
66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Project Scheduling/Prioritization Plan: Develop	Internal	-	2.00			01/31/21		Ginnie Rudnick	Sr. Staff	FAR Goal
67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Project Scheduling/Prioritization Plan: Review	Internal	-	1.00			01/31/21		Sandy Miller	Sr. Staff	FAR Goal
68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Project Scheduling/Prioritization Plan: Finalize	Internal	-	2.00			01/31/21		Ginnie Rudnick	Sr. Staff	FAR Goal
69														
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall 2020 Project Calendar: Close out & finalize	Internal	↓	6.00			01/15/21		Ginnie Rudnick	IR	
71														
72														
73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID Pool Testing	Internal	!	0.50			01/11/21		Ginnie Rudnick		
74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID Pool Testing	Internal	!	0.50			01/12/21		Sandy Miller		
75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	-	0.50			01/15/21		Ginnie Rudnick	IR	
76	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	-	0.50			01/12/21		Ginnie Rudnick	IR	
77	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			01/15/21		Ginnie/Sandy	IR	
78														
79	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			01/12/21		Ginnie/Sandy	IR	
81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IR Project Update	Meeting/Training		1.00			01/13/21		Ginnie/Sandy		
82	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SICAS IR FAUG Call	Meeting/Training		2.00			01/13/21		Ginnie/Sandy	SICAS	



NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
83														
84														
85														
86	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 1/18/21 - 1/22/21</b>		<b>82.25</b>	<b>0.00</b>						
87	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Day Data Pull	Internal	!	1.00		01/19/21		Sandy Miller	IR	
88	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCH First of Term Enrollment: Spring 2021	External	!	1.00			01/21/21	Sandy Miller	NCH	
89	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 1 Admissions & Academic Preparation of FT Freshman: Compile Data	External	!	6.00			01/29/21	Ginnie Rudnick	NYSED	
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 1 Admissions & Academic Preparation of FT Freshman: Finalize & Lock	External	!	1.00			01/29/21	Ginnie Rudnick	NYSED	
91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Fall 2020: Second Run	SUNY	!	1.00		02/07/21	02/15/21	Sandy Miller	SUNY	
92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Fall 2020: Second Run	SUNY	!	1.00		02/07/21	02/15/21	Sandy Miller	SUNY	
93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Fall 2020: Review	SUNY	!	0.25		02/07/21	02/15/21	Ginnie Rudnick	SUNY	
94														
95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAUP Faculty Compensation Survey 2020-21: Compile Data	Benchmarking	!	5.00			02/19/21	Ginnie Rudnick	AAUP	
96	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAUP Faculty Compensation Survey2020-21: Follow up with Marie & Denise	Benchmarking	!	0.50			02/19/21	Ginnie Rudnick	AAUP	
97														
98	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	-	15.00		03/10/21		Sandy Miller	Sr. Staff	
99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Create Graphs/Tables	Internal	-	7.00		03/10/21		Sandy Miller	Sr. Staff	
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	-	10.00		03/10/21		Ginnie Rudnick	Sr. Staff	
101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Create Graphs/Tables	Internal	-	5.00		03/10/21		Ginnie Rudnick	Sr. Staff	
102														
103	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID Pool Testing	Internal	!	0.50		01/20/21		Ginnie Rudnick		
104	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID Pool Testing	Internal	!	0.50		01/19/21		Sandy Miller		
105	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	-	0.50		01/22/21		Ginnie Rudnick	IR	
106	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	-	0.50		01/22/21		Ginnie Rudnick	IR	
107	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00		01/22/21		Ginnie/Sandy	IR	
108														
109	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MLK Day Holiday	Time Off/Holiday		15.00		01/18/21		Ginnie/Sandy		
111	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick (Dr Appt)--Ginnie	Time Off/Holiday		4.00		01/20/21		Ginnie Rudnick		
112	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick (Dr Appt)--Ginnie	Time Off/Holiday		3.50		01/21/21		Ginnie Rudnick		
113	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IR Project Update	Meeting/Training		1.00		01/19/21		Ginnie/Sandy		
114	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		01/19/21		Ginnie/Sandy	IR	
115														
116														
117														
118	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 1/25/21 - 1/29/21</b>		<b>72.25</b>	<b>0.00</b>						
119	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Graduation Rates: Review SUNY Upload	External	!	1.00			02/10/21	Ginnie Rudnick	IPEDS	
120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Graduation Rates: Finalize & Lock	External	!	0.50			02/10/21	Ginnie Rudnick	IPEDS	
121	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS 200% Graduation Rates: Review SUNY Upload	External	!	1.00			02/10/21	Ginnie Rudnick	IPEDS	
122	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS 200% Graduation Rates: Finalize & Lock	External	!	0.50			02/10/21	Ginnie Rudnick	IPEDS	
123	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Outcome Measure: Review SUNY Upload	External	!	1.00			02/10/21	Ginnie Rudnick	IPEDS	
124	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Outcome Measure: Finalize & Lock	External	!	0.50			02/10/21	Ginnie Rudnick	IPEDS	
125	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Student Financial Aid: Review SUNY Upload/Coordinate with Cathy & Marge	External	!	1.00			02/10/21	Ginnie Rudnick	IPEDS	
126	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Academic Libraries: Review Submission & Send Info to Sara	External	!	0.50			04/07/21	Ginnie Rudnick	IPEDS	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
127	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Finance: Review Submission & Send Info to Marie	External	!	0.50				04/07/21	Ginnie Rudnick	IPEDS	
128	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCH Degree Verify: Winter 2021	External	!	1.00				01/29/21	Sandy Miller	NCH	
129	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Fall 2020: Third Run	SUNY	!	0.50			02/07/21	02/15/21	Sandy Miller	SUNY	
130	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Fall 2020: Third Run	SUNY	!	0.50			02/07/21	02/15/21	Sandy Miller	SUNY	
131	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Fall 2020: Review	SUNY	!	0.25			02/07/21	02/15/21	Ginnie Rudnick	SUNY	
132														
133	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAUP Faculty Compensation Survey 2020-21: Compile Data	Benchmarking	!	5.00				02/19/21	Ginnie Rudnick	AAUP	
134	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAUP Faculty Compensation Survey 2020-21: Finalize & Lock	Benchmarking	!	1.00				02/19/21	Ginnie Rudnick	AAUP	
135														
136	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	-	10.00			03/10/21		Ginnie Rudnick	Sr. Staff	
137	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Create Graphs/Tables	Internal	-	5.00			03/10/21		Ginnie Rudnick	Sr. Staff	
138	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Graphs/Tables	Internal	-	15.00			03/10/21		Sandy Miller	Sr. Staff	
139	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Application: Create Form & Test	Internal	-	8.00			05/31/21		Sandy Miller	Keiko Kimura	
140	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Analysis: Compile/Format Data	Internal	-	6.00			03/31/21		Sandy Miller		
141														
142	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	-	0.50			01/29/21		Ginnie Rudnick	IR	
143	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	-	0.50			01/29/21		Ginnie Rudnick	IR	
144	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			01/29/21		Ginnie/Sandy	IR	
145														
146	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (1/29)	Time Off/Holiday		7.50			01/29/21		Ginnie Rudnick		
148	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			01/26/21		Ginnie/Sandy	IR	
149	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SICAS: Argos Reporting Meeting	Meeting/Training		2.00			01/28/21		Ginnie/Sandy	SICAS	
150														
151														
152	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 2/1/21 - 2/5/21</b>			<b>68.50</b>	<b>0.00</b>						
153	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: February	Internal	-	1.50			02/02/21		Sandy Miller	Sr. Staff	
154	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Student Financial Aid: Review SUNY Upload/Coordinate with Cathy & Marge	External	!	0.50				02/10/21	Ginnie Rudnick	IPEDS	
155	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Student Financial Aid: Finalize & Lock	External	!	0.50				02/10/21	Ginnie Rudnick	IPEDS	
156	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Fall 2020: Fourth Run	SUNY	!	0.50			02/07/21	02/15/21	Sandy Miller	SUNY	
157	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Fall 2020: Fourth Run	SUNY	!	0.50			02/07/21	02/15/21	Sandy Miller	SUNY	
158	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Fall 2020: Final Review	SUNY	!	1.00			02/07/21	02/15/21	Ginnie/Sandy	SUNY	
159	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Fall 2020: Finalize & Lock	SUNY	!	0.50			02/07/21	02/15/21	Sandy Miller	SUNY	
160	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Fall 2020: Finalize & Lock	SUNY	!	0.50			02/07/21	02/15/21	Sandy Miller	SUNY	
161	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 2 Placement Data: Compile Data	Grants	!	10.00				02/19/21	Ginnie Rudnick	NYSED	
162	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 2 Placement Data: Finalize & Lock	Grants	!	3.00				02/19/21	Ginnie Rudnick	NYSED	
163														
164	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Check on Status	External	-	1.00				03/19/21	Ginnie Rudnick	College Board	
165														
166	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Graphs/Tables	Internal	-	15.00			03/10/21		Sandy Miller	Sr. Staff	
167	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Graphs/Tables	Internal	-	12.00			03/10/21		Ginnie Rudnick	Sr. Staff	
168														
169	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Admissions: Follow Up on Status	Internal	-	0.50			03/26/21		Sandy Miller		FAR Goal
170	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Finance: Follow Up on Status	Internal	-	0.50			03/26/21		Sandy Miller		FAR Goal

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Institutional Research: Follow Up on Status	Internal	---	0.50			03/26/21		Sandy Miller		FAR Goal
172														
173	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Analysis: Compile/Format Data	Internal	---	5.00			03/31/21		Sandy Miller		
174	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Application: Review	Internal	---	1.00			05/31/21		Ginnie Rudnick	Keiko Kimura	
175	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Application: Revise & Finalize	Internal	---	1.00			05/31/21		Sandy Miller	Keiko Kimura	
176	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Identify Content	Internal	---	2.00			05/31/21		Ginnie Rudnick		
177	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Load Content	Internal	---	5.00			05/31/21		Sandy Miller		
178														
179														
180	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: January 2021	Internal	↓	0.50			02/05/21		Sandy Miller	HR	
181	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: January 2021	Internal	↓	0.50			02/05/21		Ginnie Rudnick	HR	
182	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	---	0.50			02/05/21		Ginnie Rudnick	IR	
183	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	---	0.50			02/05/21		Ginnie Rudnick	IR	
184	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			02/05/21		Ginnie/Sandy	IR	
185														
186	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
187	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			02/02/21		Ginnie/Sandy	IR	
188	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Meeting	Meeting/Training		1.50			02/05/21		Ginnie Rudnick		
189														
190														
191														
192	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 2/8/21 - 2/12/21</b>			<b>76.00</b>	<b>0.00</b>						
193	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Census Day Data Pull	Internal	!	1.00			02/08/21		Sandy Miller	IR	
194	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Fall 2020: Post	SUNY	!	0.25			02/17/21		Sandy Miller	SUNY	
195	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Fall 2020: Post	SUNY	!	0.25			02/17/21		Sandy Miller	SUNY	
196	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Student Information Survey Spring 2021: Finalize & Lock	SUNY	!	1.00				02/15/21	Ginnie Rudnick	SUNY	
197	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY State-Aidable Learning Center Usage: Fall 2020: Compile Data	SUNY	!	3.00				02/15/21	Ginnie Rudnick	SUNY	
198	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY State-Aidable Learning Center Usage: Fall 2020: Finalize & Lock	SUNY	!	0.50				02/15/21	Ginnie Rudnick	SUNY	
199	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Sexual Violence Prevention (SVP) Campus Climate Survey: Review Protocol	SUNY	!	1.00			02/12/21		Ginnie Rudnick	SUNY	
200														
201	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Check on Status	External	---	0.50				03/19/21	Ginnie Rudnick	College Board	
202	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peterson's Survey: Check in with Admissions on Status/Data Needs	External	!	0.50				03/19/21	Ginnie Rudnick	Admissions	
203														
204	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Graphs/Tables	Internal	---	12.00			03/10/21		Ginnie Rudnick	Sr. Staff	
205	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Revise/Review Graphs/Tables	Internal	---	6.00			03/10/21		Sandy Miller	Sr. Staff	
206	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Revise/Review Graphs/Tables	Internal	---	15.00			03/10/21		Ginnie Rudnick	Sr. Staff	
207	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Analysis: Compile/Format Data	Internal	---	5.00			03/31/21		Sandy Miller		
208	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Analysis: Compile Highlights	Internal	---	3.00			03/31/21		Sandy Miller		
209	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Analysis: Review	Internal	---	2.00			03/31/21		Ginnie Rudnick		
210	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Analysis: Revise/Finalize	Internal	---	5.00			03/31/21		Sandy Miller		
211	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Identify Content	Internal	---	1.00			05/31/21		Ginnie Rudnick		FAR Goal
212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Load Content	Internal	---	10.00			05/31/21		Sandy Miller		FAR Goal
213														
214														

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
215	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	—	0.50			02/12/21		Ginnie Rudnick	IR	
216	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50			02/12/21		Ginnie Rudnick	IR	
217	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			02/12/21		Ginnie/Sandy	IR	
218														
219	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
220	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			02/09/21		Ginnie/Sandy	IR	
221	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SICAS IR FAUG Call	Meeting/Training		2.00			02/10/21		Ginnie/Sandy	SICAS	
222	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IR Project Update	Meeting/Training		1.00			01/06/21		Ginnie/Sandy		
223	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		2.00			02/12/21		Ginnie/Sandy		
224														
225														
226														
227	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 2/15/21 - 2/19/21</b>			<b>64.00</b>	<b>0.00</b>						
228	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020-21 IR Budget Request: Prepare Draft of Budget Request for Supervisor Review	Internal	—	2.00			03/01/21		Ginnie Rudnick	Marie Nellenback	
229	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment: Spring 2021	External	!	1.00				02/22/21	Sandy Miller	NCH	
230	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Course Winter 2021: Post	SUNY	!	1.00			02/21/21		Sandy Miller	SUNY	
231	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Winter 2021: First Run	SUNY	!	1.00			02/26/21	04/01/21	Sandy Miller	SUNY	
232	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Winter 2021: First Run	SUNY	!	1.00			02/26/21	04/01/21	Sandy Miller	SUNY	
233	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Winter 2021: Review	SUNY	!	0.50			02/26/21	04/01/21	Ginnie Rudnick	SUNY	
234														
235	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Check on Status	External	—	0.50				03/19/21	Ginnie Rudnick	College Board	
236	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Compile Data	External	—	10.00				03/19/21	Sandy Miller	College Board	
237	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peterson's Survey: Check Online Instructions	External	!	1.00				03/19/21	Ginnie Rudnick	Admissions	
238	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peterson's Survey: Compile Data	External	!	10.00				03/19/21	Sandy Miller	Admissions	
239	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peterson's Survey: Review	External	!	1.00				03/19/21	Ginnie Rudnick	Admissions	
240	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peterson's Survey: Finalize & Forward	External	!	1.00				03/19/21	Sandy Miller	Admissions	
241														
242	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Create Publication	Internal	—	10.00			03/10/21		Ginnie Rudnick	Sr. Staff	
243	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Publication	Internal	—	10.00			03/10/21		Ginnie Rudnick	Sr. Staff	
244	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Publication	Internal	—	10.00			03/10/21		Sandy Miller	Sr. Staff	
245														
246														
247	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	—	0.50			02/19/21		Ginnie Rudnick	IR	
248	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50			02/19/21		Ginnie Rudnick	IR	
249	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			02/19/21		Ginnie/Sandy	IR	
250														
251	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
252	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			02/16/21		Ginnie/Sandy	IR	
253														
254														
255														
256	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 2/22/21 - 2/26/21</b>			<b>62.00</b>	<b>0.00</b>						
257	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2020-21 IR Budget Request: Revise and Enter in Banner	Internal	—	2.00			03/01/21		Ginnie Rudnick	Marie Nellenback	
258	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Academic Libraries: Follow up with Sara to Make Sure on Track	External	!	0.50				04/07/21	Ginnie Rudnick	IPEDS	
259	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Finance: Follow up with Marie to Make Sure On Track	External	!	0.50				04/07/21	Ginnie Rudnick	IPEDS	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
260	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Winter 2021: Second Run	SUNY	!	0.50			02/26/21	04/01/21	Sandy Miller	SUNY	
261	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Winter 2021: Second Run	SUNY	!	0.50			02/26/21	04/01/21	Sandy Miller	SUNY	
262	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS: Winter 2021: Final Review	SUNY	!	0.50			02/26/21	04/01/21	Ginnie/Sandy	SUNY	
263	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Winter 2021: Finalize & Lock	SUNY	!	0.25			02/26/21	04/01/21	Sandy Miller	SUNY	
264	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Winter 2021: Finalize & Lock	SUNY	!	0.25			02/26/21	04/01/21	Sandy Miller	SUNY	
265														
266	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Enter Data	External	—	1.00				03/19/21	Sandy Miller	College Board	
267	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Review	External	—	2.00				03/19/21	Ginnie Rudnick	College Board	
268	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Finalize & Lock	External	—	1.00				03/19/21	Sandy Miller	College Board	
269														
270	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Publication	Internal	—	10.00			03/10/21		Ginnie Rudnick	Sr. Staff	
271	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Proofread Publication	Internal	—	10.00			03/10/21		Sandy Miller	Sr. Staff	
272	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Revise/Review Publication	Internal	—	6.00			03/10/21		Ginnie Rudnick	Sr. Staff	
273	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Final Review of Publication	Internal	—	5.00			03/10/21		Ginnie Rudnick	Sr. Staff	
274	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Final Review of Publication	Internal	—	5.00			03/10/21		Sandy Miller	Sr. Staff	
275	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Finalize Electronic Publication	Internal	—	2.00			03/10/21		Ginnie Rudnick	Sr. Staff	
276														
277	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Athletic Department: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
278	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Athletic Department: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
279	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCStaffPublicArea: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
280	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCStaffPublicArea: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
281	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCUserTraining: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
282	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCUserTraining: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
283	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): ContinuingEducation: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
284	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): ContinuingEducation: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
285														
286	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Payroll: Finalize Report	Internal	—	2.00			05/14/21		Sandy Miller		FAR Goal
287	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Student (Advisement): Finalize Report	Internal	—	1.00			05/14/21		Sandy Miller		FAR Goal
288	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Student (Faculty): Finalize Report	Internal	—	1.00			05/14/21		Sandy Miller		FAR Goal
289	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Student Engagement Office: Finalize Report	Internal	—	1.00			05/14/21		Sandy Miller		FAR Goal
290														
291														
292	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	—	0.50			02/26/21		Ginnie Rudnick	IR	
293	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50			02/26/21		Ginnie Rudnick	IR	
294	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			02/26/21		Ginnie/Sandy	IR	
295														
296	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
297	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			02/23/21		Ginnie/Sandy	IR	
298														
299														
300														
301	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 3/1/21 - 3/5/21</b>			<b>66.50</b>	<b>0.00</b>						
302	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: March	Internal	—	1.50			03/02/21		Sandy Miller	Sr. Staff	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
303	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY EOT: Winter 2021: Post	SUNY	!	0.25			03/06/21		Sandy Miller	SUNY	
304	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS: Winter 2021: Post	SUNY	!	0.25			03/06/21		Sandy Miller	SUNY	
305	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Sexual Violence Prevention (SVP) Campus Climate Survey: Prepare Employee Distribution List	SUNY	!	3.00			03/05/21		Ginnie Rudnick	SUNY	for anticipated 3/10 lunch
306	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Sexual Violence Prevention (SVP) Campus Climate Survey: Prepare Student Distribution List	SUNY	!	3.00			03/05/21		Ginnie Rudnick	SUNY	for anticipated 3/10 lunch
307														
308	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Highlights Summary: Compile Data/Graphs	Internal	—	15.00			03/10/21		Sandy Miller	Sr. Staff	
309	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Placement Data: Compile Data	Internal	!	20.00			03/26/21		Ginnie Rudnick		
310	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Identify Content	Internal	—	2.00			05/31/21		Ginnie Rudnick		FAR Goal
311														
312	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Admissions: Follow Up on Status	Internal	—	0.50			03/26/21		Sandy Miller		FAR Goal
313	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Finance: Follow Up on Status	Internal	—	0.50			03/26/21		Sandy Miller		FAR Goal
314	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Institutional Research: Follow Up on Status	Internal	—	0.50			03/26/21		Sandy Miller		FAR Goal
315														
316	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Email Selector: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		
317	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Email Selector: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Financial Aid: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
319	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Financial Aid: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
320	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Human Resources: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
321	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Human Resources: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
322	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Library: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
323	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Library: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
324	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Nurses Office Department: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
325	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Nurses Office Department: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
326	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Public Safety: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
327	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Public Safety: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
328	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): SLR101: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
329	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): SLR101: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
330	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Student (Registrar): Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
331	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Student (Registrar): Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
332	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Switchboard: Prepare Inventory Document	Internal	—	1.00			06/30/21		Sandy Miller		FAR Goal
333	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Switchboard: Launch Inventory Document	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
334														
335														
336	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: February 2021	Internal	↓	0.50			03/05/21		Sandy Miller	HR	
337	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: February 2021	Internal	↓	0.50			03/05/21		Ginnie Rudnick	HR	
338	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	—	0.50			03/05/21		Ginnie Rudnick	IR	
339	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50			03/05/21		Ginnie Rudnick	IR	
340	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			03/05/21		Ginnie/Sandy	IR	
341														
342	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
343	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			03/02/21		Ginnie/Sandy	IR	
344	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Meeting	Meeting/Training		1.50			03/05/21		Ginnie Rudnick		
345														
346														
347														
348	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 3/8/21 - 3/12/21</b>			<b>79.00</b>	<b>0.00</b>						
349	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Human Resources: Compile Data	External	!	10.00				04/07/21	Ginnie Rudnick	IPEDS	
350	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Run Course in Audit Mode	SUNY	!	0.50			03/25/21	04/01/21	Sandy Miller	SUNY	
351	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Run TSDS in Audit Mode	SUNY	!	0.50			03/25/21	04/01/21	Sandy Miller	SUNY	
352	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: First Run	SUNY	!	1.00			03/25/21	04/01/21	Sandy Miller	SUNY	
353	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Review	SUNY	!	0.50			03/25/21	04/01/21	Ginnie Rudnick	SUNY	
354	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Sexual Violence Prevention (SVP) Campus Climate Survey: Complete Survey	SUNY	!	1.50			03/19/21		Ginnie/Sandy	SUNY	
355														
356	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Highlights Summary: Compile Data/Graphs	Internal	-	5.00			03/10/21		Ginnie Rudnick	Sr. Staff	
357	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Highlights Summary: Prepare Publication	Internal	-	10.00			03/10/21		Ginnie Rudnick	Sr. Staff	
358	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Highlights Summary: Review/Proofread Publication	Internal	-	3.00			03/10/21		Sandy Miller	Sr. Staff	
359	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Highlights Summary: Review/Proofread Publication	Internal	-	3.00			03/10/21		Ginnie Rudnick	Sr. Staff	
360	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Highlights Summary: Revise/Finalize Publication	Internal	-	2.00			03/10/21		Ginnie Rudnick	Sr. Staff	
361	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Organize and Archive Files	Internal	-	2.00			03/10/21		Ginnie Rudnick	Sr. Staff	
362	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Load Content	Internal	-	10.00			05/31/21		Sandy Miller		FAR Goal
363														
364	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Academic Deans Office: Finalize Report	Internal	-	1.00			05/14/21		Sandy Miller		FAR Goal
365	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Academic Partnership: Finalize Report	Internal	-	1.00			05/14/21		Sandy Miller		FAR Goal
366	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Athletic Department: Finalize Report	Internal	-	1.00			05/14/21		Sandy Miller		FAR Goal
367	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): CCC Snapshot: Finalize Report	Internal	-	1.00			05/14/21		Sandy Miller		FAR Goal
368	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Financial Aid: Finalize Report	Internal	-	2.00			05/14/21		Sandy Miller		FAR Goal
369														
370	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	-	0.50			03/12/21		Ginnie Rudnick	IR	
371	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	-	0.50			03/12/21		Ginnie Rudnick	IR	
372	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			03/12/21		Ginnie/Sandy	IR	
373														
374	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
375	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			03/09/21		Ginnie/Sandy	IR	
376	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IR Project Update	Meeting/Training		1.00			03/09/21		Ginnie/Sandy		
377	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SICAS IR FAUG Call	Meeting/Training		2.00			03/10/21		Ginnie/Sandy	SICAS	
378	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professional Development Day	Meeting/Training		15.00			03/10/21		Ginnie/Sandy		
379	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		2.00			03/12/21		Ginnie/Sandy		
380														
381														
382														
383	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 3/15/21 - 3/19/21</b>			<b>57.50</b>	<b>0.00</b>						
384	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Academic Libraries: Follow up with Sara to Make Sure on Track	External	!	0.50				04/07/21	Ginnie Rudnick	IPEDS	
385	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Finance: Follow up with Marie to Make Sure On Track	External	!	0.50				04/07/21	Ginnie Rudnick	IPEDS	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
386	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Fall Enrollment: Review SUNY Data	External	!	3.00				04/07/21	Ginnie Rudnick	IPEDS	
387	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Human Resources: Compile Data	External	!	5.00				04/07/21	Ginnie Rudnick	IPEDS	
388	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment: Spring 2021	External	!	1.00				03/22/21	Sandy Miller	NCH	
389	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 2.9 Graduate Rate & Retention Report FT Undergrads: Review SUNY Upload	External	!	4.00				03/26/21	Ginnie Rudnick	NYSED	
390	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 2.9 Graduate Rate & Retention Report FT Undergrads: Finalize & Lock	External	!	1.00				03/26/21	Ginnie Rudnick	NYSED	
391	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Second Run	SUNY	!	1.00			03/25/21	04/01/21	Sandy Miller	SUNY	
392	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Review	SUNY	!	0.50			03/25/21	04/01/21	Ginnie Rudnick	SUNY	
393														
394	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Profile: Compile Data	Internal	—	5.00			03/20/21		Ginnie Rudnick	Adam/Shannon/Karen	
395	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Profile: Proofread	Internal	—	1.00			03/20/21		Sandy Miller	Adam/Shannon/Karen	
396	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Profile: Revise/Finalize/Distribute	Internal	—	2.00			03/20/21		Ginnie Rudnick	Adam/Shannon/Karen	
397	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Placement Data: Compile Data	Internal	!	10.00			01/29/21		Ginnie Rudnick		
398	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Placement Data: Review/Proofread	Internal	!	2.00			01/29/21		Sandy Miller		
399	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Placement Data: Finalize	Internal	!	2.00			01/29/21		Ginnie Rudnick		
400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Load Content	Internal	—	10.00			05/31/21		Sandy Miller		FAR Goal
401														
402	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): ASC: Finalize Report	Internal	—	2.00			05/14/21		Sandy Miller		FAR Goal
403	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Developmental Studies: Finalize Report	Internal	—	2.00			05/14/21		Sandy Miller		FAR Goal
404	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Distance Learning: Finalize Report	Internal	—	1.00			05/14/21		Sandy Miller		FAR Goal
405														
406	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	—	0.50			03/19/21		Ginnie Rudnick	IR	
407	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50			03/19/21		Ginnie Rudnick	IR	
408	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			03/19/21		Ginnie/Sandy	IR	
409														
410	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
411	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			03/16/21		Ginnie/Sandy	IR	
412														
413														
414														
415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 3/22/21 - 3/28/21</b>			<b>61.00</b>	<b>0.00</b>						
416	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Human Resources: Compile Data	External	!	5.00				04/07/21	Ginnie Rudnick	IPEDS	
417	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Human Resources: Finalize & Lock	External	!	1.00				04/07/21	Ginnie Rudnick	IPEDS	
418	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Fall Enrollment: Finalize & Lock	External	!	1.00				04/07/21	Ginnie Rudnick	IPEDS	
419	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Third Run	SUNY	!	0.50			03/25/21	04/01/21	Sandy Miller	SUNY	
420	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Final Review	SUNY	!	0.50			03/25/21	04/01/21	Ginnie/Sandy		
421	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Finalize & Lock	SUNY	!	0.50			03/25/21	04/01/21	Sandy Miller	SUNY	
422														
423	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Admissions: Follow Up on Status	Internal	—	0.50			03/26/21		Sandy Miller		FAR Goal
424	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Finance: Follow Up on Status	Internal	—	0.50			03/26/21		Sandy Miller		FAR Goal
425	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Institutional Research: Follow Up on Status	Internal	—	0.50			03/26/21		Sandy Miller		FAR Goal
426														
427	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Athletic Department: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
428	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCStaffPublicArea: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal



NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
429	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCUserTraining: Follow Up on Statust	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
430	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): ContinuingEducation: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
431														
432	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Foundation: Finalize Report	Internal	---	1.00			05/14/21		Sandy Miller		FAR Goal
433	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Human Resources: Finalize Report	Internal	---	2.00			05/14/21		Sandy Miller		FAR Goal
434	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Stusent (Student): Finalize Report	Internal	---	2.00			05/14/21		Sandy Miller		FAR Goal
435	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Verified): Institutional Research: Complete Google Doc	Internal	---	12.00			03/26/21		Ginnie Rudnick		FAR Goal
436														
437	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Load Content	Internal	---	15.00			05/31/21		Sandy Miller		FAR Goal
438	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Request Form: Final Review/Test	Internal	---	2.00			05/31/21		Ginnie/Sandy		FAR Goal
439	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Request Form: Final Revisions/Post	Internal	---	1.00			05/31/21		Sandy Miller		FAR Goal
440	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Policy: Create Draft of Revised Policy	Internal	---	10.00			05/14/21		Ginnie Rudnick		
441														
442	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	---	0.50			03/26/21		Ginnie Rudnick	IR	
443	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	---	0.50			03/26/21		Ginnie Rudnick	IR	
444	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			03/26/21		Ginnie/Sandy	IR	
445														
446	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
447	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			03/23/21		Ginnie/Sandy	IR	
448														
449														
450														
451	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 3/29/21 - 4/2/21</b>			<b>61.50</b>	<b>0.00</b>						
452	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: April	Internal	---	1.50			04/02/21		Sandy Miller	Sr Staff	
453	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Academic Libraries: Follow up with Sara to Make Sure on Track	External	!	0.50				04/07/21	Ginnie Rudnick	IPEDS	
454	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Finance: Follow up with Marie to Make Sure On Track	External	!	0.50				04/07/21	Ginnie Rudnick	IPEDS	
455	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Academic Libraries: Finalize & Lock	External	!	1.00				04/07/21	Ginnie Rudnick	IPEDS	
456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IPEDS Finance: Finalize & Lock	External	!	1.00				04/07/21	Ginnie Rudnick	IPEDS	
457	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Middle States AIU: Review Instructions	External	!	2.00				05/14/21	Ginnie Rudnick	Middle States	
458	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Middle States AIU: Forward Finance Instructions to Marie/Kelly	External	!	1.00				05/14/21	Ginnie Rudnick	Middle States	
459	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY State-Aidable Learning Center Usage: Winter 2021	SUNY	!	0.50				04/01/21	Ginnie Rudnick	SUNY	
460														
461	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Review Template/Instructions	Benchmarking	---	2.00				06/15/21	Ginnie/Sandy	NCCBP	
462	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Delegate Parts to Other Areas	Benchmarking	---	5.00				06/15/21	Sandy Miller	NCCBP	
463	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Compile Data	Benchmarking	---	10.00				06/15/21	Sandy Miller	NCCBP	
464														
465	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Admissions: Prepare Inventory Document	Internal	---	1.00			06/30/21		Sandy Miller		FAR Goal
466	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Admissions: Launch Inventory Document	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
467	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Finance: Prepare Inventory Document	Internal	---	1.00			06/30/21		Sandy Miller		FAR Goal
468	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Finance: Launch Inventory Document	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
469	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Institutional Research: Prepare Inventory Document	Internal	---	1.00			06/30/21		Sandy Miller		FAR Goal
470	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Institutional Research: Launch Inventory Document	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
471														

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
472	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Email Selector: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
473	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Financial Aid: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
474	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Human Resources: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
475	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Library: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
476	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Nurses Office Department: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
477	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Public Safety: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
478	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): SLR101: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
479	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Student (Registrar): Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
480	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Switchboard: Follow Up on Status	Internal	---	0.50			06/30/21		Sandy Miller		FAR Goal
481															
482															
483	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: March 2021	Internal	↓	0.50			04/02/21		Sandy Miller	HR	
484	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: March 2021	Internal	↓	0.50			04/02/21		Ginnie Rudnick	HR	
485	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	---	0.50			04/02/21		Ginnie Rudnick	IR	
486	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	---	0.50			04/02/21		Ginnie Rudnick	IR	
487	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			04/02/21		Ginnie/Sandy	IR	
488															
489	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
490	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginne (3/31-4/2)	Time Off/Holiday		22.50			04/02/21		Ginnie Rudnick		
491	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			03/30/21		Ginnie/Sandy	IR	
492															
493															
494															
495	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 4/5/21 - 4/9/21</b>			<b>56.75</b>	<b>0.00</b>						
496	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY ESS: Spring 2021: Post	SUNY	!	0.25			04/15/21		Sandy Miller	SUNY	
497	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Middle States AIU: Compile Data	External	!	5.00			05/14/21		Ginnie Rudnick	Middle States	
498	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Middle States AIU: Review Uploaded Data	External	!	3.00			05/14/21		Ginnie Rudnick	Middle States	
499															
500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Compile Data	Benchmarking	---	20.00			06/15/21		Sandy Miller	NCCBP	
501															
502	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Policy: Create Draft of Revised Policy	Internal	---	10.00			05/14/21		Ginnie Rudnick		
503	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Internal	---	2.00			05/14/21		Ginnie Rudnick	Sarah Yaw	
504	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Request Form: Prepare Process for Senior Staff	Internal	---	3.00			05/31/21		Ginnie Rudnick		FAR Goal
505															
506															
507	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	---	0.50			04/09/21		Ginnie Rudnick	IR	
508	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	---	0.50			04/09/21		Ginnie Rudnick	IR	
509	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			04/09/21		Ginnie/Sandy	IR	
510															
511	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
512	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginne (4/5)	Time Off/Holiday		7.50			04/05/21		Ginnie Rudnick		
513	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			04/06/21		Ginnie/Sandy	IR	
514	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		2.00			04/09/21		Ginnie/Sandy		
515															

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
516														
517														
518	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 4/12/21 - 4/16/21</b>			<b>55.50</b>	<b>0.00</b>						
519	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment: Spring 2021	External	!	1.00				04/19/21	Sandy Miller	NCH	
520	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Middle States AIU: Follow Up with Marie/Kelly	External	!	0.50				05/14/21	Ginnie Rudnick	Middle States	
521	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Educational Goal Forced Survey: Active: Summer 2021	Internal	!	0.50			04/16/21		Sandy Miller		
522	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY Educational Goal Forced Survey: Active: Fall 2021	Internal	!	0.50			04/16/21		Sandy Miller		
523														
524	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Follow up with Delegated Parts	Benchmarking	-	1.00				06/15/21	Sandy Miller	NCCBP	
525	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Compile Data	Benchmarking	-	20.00				06/15/21	Sandy Miller	NCCBP	
526														
527	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Policy: Review	Internal	-	2.00			05/14/21		Sandy Miller		
528	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application: Create Application Form	Grants	-	5.00			05/14/21		Sandy Miller	Keiko Kimura	
529	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application: Review	Grants	-	1.00			05/14/21		Ginnie Rudnick	Keiko Kimura	
530	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application: Revise	Grants	-	1.00			05/14/21		Sandy Miller	Keiko Kimura	
531	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application: Review/Forward for Feedback	Grants	-	1.00			05/14/21		Sandy Miller	Keiko Kimura	
532	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Internal	-	15.00			05/14/21		Ginnie Rudnick	Sarah Yaw	
533														
534	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	-	0.50			04/16/21		Ginnie Rudnick	IR	
535	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	-	0.50			04/16/21		Ginnie Rudnick	IR	
536	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			04/16/21		Ginnie/Sandy	IR	
537														
538	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
539	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IR Project Update	Meeting/Training		1.00			04/13/21		Ginnie/Sandy		
540	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			04/13/21		Ginnie/Sandy	IR	
541	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SICAS IR FAUG Call	Meeting/Training		2.00			04/14/21		Ginnie/Sandy	SICAS	
542														
543														
544														
545	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 4/19/21 - 4/23/21</b>			<b>55.00</b>	<b>0.00</b>						
546	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Compile Data	Benchmarking	-	20.00				06/15/21	Sandy Miller	NCCBP	
547														
548	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Catalog: Fall 2020 Student Profile	Internal	-	2.00			05/14/21		Sandy Miller	Shannon Patrie	
549														
550	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Policy: Finalize/Prep for Approval Process	Internal	-	3.00			05/14/21		Ginnie Rudnick		
551	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application: Revise & Test	Grants	-	1.00			05/14/21		Sandy Miller	Keiko Kimura	
552	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application: Final Review	Grants	-	1.00			05/14/21		Sandy Miller	Keiko Kimura	
553	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application: Finalize & Post	Grants	-	1.00			05/14/21		Sandy Miller	Keiko Kimura	
554	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Internal	-	10.00			05/14/21		Ginnie Rudnick	Sarah Yaw	
555	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Prepare Data Tables	Internal	-	8.00			05/14/21		Ginnie Rudnick	Sarah Yaw	
556	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Review/Proofread Data Tables	Internal	-	5.00			05/14/21		Sandy Miller	Sarah Yaw	
557														
558	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	-	0.50			04/23/21		Ginnie Rudnick	IR	
559	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	-	0.50			04/23/21		Ginnie Rudnick	IR	
560	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			04/23/21		Ginnie/Sandy	IR	
561														

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
562	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		04/20/21		Ginnie/Sandy	IR	
564														
565														
566														
567	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 4/26/21 - 4/30/21</b>		<b>56.00</b>	<b>0.00</b>						
568	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Middle States AIU: Follow Up with Marie/Kelly	External		0.50			05/14/21	Ginnie Rudnick	Middle States	
569														
570	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Follow up with Delegated Parts	Benchmarking		1.00			06/15/21	Sandy Miller	NCCBP	
571	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Compile Data	Benchmarking		20.00			06/15/21	Sandy Miller	NCCBP	
572														
573	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application Repository: Review Tracking Template	Grants		1.00		05/14/21		Ginnie Rudnick	Keiko Kimura	
574	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application Repository: Revise/Finalize Tracking Template	Grants		3.00		05/14/21		Sandy Miller	Keiko Kimura	
575	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application Repository: Create Tracking Process	Grants		10.00		05/14/21		Ginnie Rudnick	Keiko Kimura	
576	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application Repository: Review Tracking Process	Grants		2.00		05/14/21		Sandy Miller	Keiko Kimura	
577	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Revise/Finalize Data Tables	Internal		4.00		05/14/21		Ginnie Rudnick	Sarah Yaw	
578	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Prepare Highlights	Internal		5.00		05/14/21		Ginnie Rudnick	Sarah Yaw	
579	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Review/Proofread Highlights	Internal		1.00		05/14/21		Sandy Miller	Sarah Yaw	
580	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Revise/Finalize Highlights	Internal		1.00		05/14/21		Ginnie Rudnick	Sarah Yaw	
581														
582	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Admissions: Follow Up on Status	Internal		0.50		06/30/21		Sandy Miller		FAR Goal
583	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Finance: Follow Up on Status	Internal		0.50		06/30/21		Sandy Miller		FAR Goal
584	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Institutional Research: Follow Up on Status	Internal		0.50		06/30/21		Sandy Miller		FAR Goal
585														
586	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Athletic Department: Follow Up on Status	Internal		0.50		06/30/21		Sandy Miller		FAR Goal
587	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCStaffPublicArea: Follow Up on Status	Internal		0.50		06/30/21		Sandy Miller		FAR Goal
588	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): CCCUserTraining: Follow Up on Status	Internal		0.50		06/30/21		Sandy Miller		FAR Goal
589	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): ContinuingEducation: Follow Up on Status	Internal		0.50		06/30/21		Sandy Miller		FAR Goal
590														
591														
592	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		0.50		04/30/21		Ginnie Rudnick	IR	
593	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal		0.50		04/27/21		Ginnie Rudnick	IR	
594	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal		1.00		04/30/21		Ginnie/Sandy	IR	
595														
596	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
597	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		04/27/21		Ginnie/Sandy	IR	
598														
599														
600														
601	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 5/3/21 - 5/7/21</b>		<b>41.50</b>	<b>0.00</b>						
602	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: May	Internal		1.50		05/03/21		Sandy Miller	Sr Staff	
603	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment (Final): Spring 2021	External		1.00			05/04/21	Sandy Miller	NCH	
604	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Middle States AIU: Finalize & Submit	External		2.00			05/14/21	Ginnie Rudnick	Middle States	
605														
606	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Follow up with Delegated Parts	Benchmarking		1.00			06/15/21	Sandy Miller	NCCBP	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
607	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Compile Data	Benchmarking	—	10.00				06/15/21	Sandy Miller	NCCBP	
608														
609	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summer 2021 Project Calendar: Create Draft	Internal	↓	12.00			05/14/21		Ginnie Rudnick	Keiko Kimura	
610	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summer 2021 Project Calendar: Review	Internal	↓	1.00			05/14/21		Sandy Miller	Keiko Kimura	
611														
612														
613	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Email Selector: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
614	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Financial Aid: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
615	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Human Resources: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
616	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Library: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
617	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Nurses Office Department: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
618	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Public Safety: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
619	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): SLR101: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
620	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Student (Registrar): Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
621	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory (Production): Switchboard: Follow Up on Status	Internal	—	0.50			06/30/21		Sandy Miller		FAR Goal
622														
623														
624	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: April 2021	Internal	↓	0.50			05/07/21		Sandy Miller	HR	
625	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Timesheet: April 2021	Internal	↓	0.50			05/07/21		Ginnie Rudnick	HR	
626	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	—	0.50			05/07/21		Ginnie Rudnick	IR	
627	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50			05/07/21		Ginnie Rudnick	IR	
628	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			05/07/21		Ginnie/Sandy	IR	
629														
630	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
631	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			05/04/21		Ginnie/Sandy	IR	
632	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Review of Spring 2021 Projects	Meeting/Training		2.00			05/05/21		Ginnie/Sandy		
633	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Meeting	Meeting/Training		1.50			05/07/21		Ginnie Rudnick		
634														
635														
636														
637	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 5/10/21 - 5/14/21</b>			<b>40.00</b>	<b>0.00</b>						
638	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Follow up with Delegated Parts	Benchmarking	—	1.00				06/15/21	Sandy Miller	NCCBP	
639	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCCBP: Compile Data	Benchmarking	—	10.00				06/15/21	Sandy Miller	NCCBP	
640														
641	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summer 2021 Project Calendar: Finalize & Distribute	Internal	↓	2.00			05/14/21		Ginnie Rudnick	Keiko Kimura	
642	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Review Content	Internal	—	2.00			04/01/20		Ginnie Rudnick	IR	FAR Goal
643	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Website: Finalize	Internal	—	2.00			04/01/20		Sandy Miller	IR	FAR Goal
644														
645														
646	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects	—	0.50			05/14/21		Ginnie Rudnick	IR	
647	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50			05/14/21		Ginnie Rudnick	IR	
648	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			05/14/21		Ginnie/Sandy	IR	
649														
650	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										

	NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
651	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replacement Day Off	Time Off/Holiday		15.00			05/14/21		Ginnie/Sandy		
652	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00			05/11/21		Ginnie/Sandy	IR	
653	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SICAS IR FAUG Call	Meeting/Training		2.00			05/12/21		Ginnie/Sandy	SICAS	
654	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		2.00			05/14/21		Ginnie/Sandy		
655															
656															
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# Fall 2020 Projects/Tasks

Closed out.

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 8/24/20 - 8/28/20</b>			<b>75.25</b>	<b>85.25</b>						
2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NCH Degree: Summer 2020	External	!	0.50	0.50	08/24/20		08/24/20	Sandy Miller	NCH	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NCH Early Registration Enrollment: Fall 2020: Submitted & Retracted	Unscheduled Task			1.50	08/28/20		08/29/20	Sandy Miller	NCH	Registrar changed dates without notifying IR
4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NCH Early Registration Enrollment: Fall 2020: Research Submission Deadline Issue	Unscheduled Task			0.50	08/28/20	08/28/20		Sandy Miller	NCH	Registrar changed dates without notifying IR
5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CTEA-1: Part 1 (Participants): Review Instructions & Request Revisions to Argos Report	External	!	2.00	2.25	09/30/20		09/30/20	Ginnie Rudnick	NYSED/Perkins	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	National Post-Secondary Student Aid Study 2019-20 (NPSAS:20): Review Instructions	External	!	1.00	1.00	09/09/20		09/15/20	Sandy Miller	NPSAS	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	National Post-Secondary Student Aid Study 2019-20 (NPSAS:20): Forward Log In Info	Unscheduled Task	!		0.25	09/09/20		09/15/20	Ginnie Rudnick	NPSAS	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Degree: Fall 19/Spring 20: Post	SUNY	!	0.25	0.25	08/24/20	09/08/20		Sandy Miller	SUNY	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Educational Goal Force Survey: Intersession 2021: Activate	SUNY	!	0.50	0.25	08/24/20	08/28/20		Sandy Miller	SUNY	
10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Preliminary Enrollment Survey (PES): Review Submission Instructions	SUNY	!	1.00	0.50	08/31/20		09/04/20	Ginnie Rudnick	SUNY	
11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Preliminary Enrollment Survey (PES): Compile data & submit to Jeff for senior staff review	SUNY	!	3.00	1.00	08/31/20		09/04/20	Ginnie Rudnick	SUNY	
12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data- Compile Data	Grants	!	15.00		09/22/20		10/02/20	Sandy Miller	Perkins	
13														
14	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Get SED Code for Accounting AAS	Unscheduled Task			0.25	08/28/20			Sandy Miller	Haley	Got from BI Appendix
15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: CAS: Final Report	Unscheduled Task			3.00	08/28/20			Sandy Miller		
16	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2020 Project Calendar: Review	Internal	—	1.00	2.50	08/28/20	08/28/20		Sandy Miller	IR	
17	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2020 Project Calendar: Finalize & Distribute	Internal	—	3.00	14.00	08/30/20	08/28/20		Ginnie Rudnick	IR	
18	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Annual Submission Calendar 2020-21: Review	Internal	—	2.00	3.50	08/26/20	09/04/20		Sandy Miller	IR	
19	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2019 Enrollment Snapshot: Review	Internal	—	2.00	8.00	09/10/20	09/01/20		Sandy Miller	Keiko	
20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accounting AAS Undup Headcount	Internal	—	2.00	5.50	08/24/20	08/25/20		Sandy Miller	Dawn Matijas	5 Years of Data
21	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post De-Registration Enrollment	Benchmarking	—	1.00	0.50	08/26/20	08/26/20		Sandy Miller	NCCBP Enrollment Tracking	STU100
22	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	K-12 HSN/HSI Enrollment Rate	Internal	—	1.00	1.50	08/30/20	08/28/20		Ginnie Rudnick	Sarah Yaw/Lisa Clark	
23	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fulton/Auburn Unduplicated Enrollment Tracking	Unscheduled Task			0.25	08/30/20	08/30/20		Ginnie Rudnick	Jeff/Cathy/Shannon	
24														
25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Email on Online Coding: Confirm on Track	Unscheduled Task			0.25	08/28/20	08/28/20		Ginnie Rudnick	CAO	
26	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Economic Impact Study: Forward Final Invoice	Unscheduled Task			0.25	08/28/20	08/28/20		Ginnie Rudnick	President	
27	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Email: Review/Respond	Email/Organize Projects			0.25	08/28/20	08/28/20		Ginnie Rudnick		
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00			08/28/20		Ginnie/Sandy	IR	
29														
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
31	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal--Ginnie (8/24)	Time Off/Holiday		7.50	7.50	08/24/20	08/24/20		Ginnie Rudnick		
32	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation--Ginnie (8/24-8/27)	Time Off/Holiday		22.50	22.50	08/27/20	08/27/20		Ginnie Rudnick		
33	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vacation--Sandy (8/27)	Time Off/Holiday		7.50	7.50	08/27/20	08/27/20		Sandy Miller		
34	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSTF: Engaging & Supporting Faculty Webinar	Meeting/Training		1.50			08/26/20		Sandy Miller		
35														
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 8/31/20 - 9/4/20</b>			<b>74.75</b>	<b>94.95</b>						
37	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	First Day Data Pull	Internal	—	1.00	0.50	08/31/20	08/31/20		Sandy Miller	IR	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
38	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Early Registration Enrollment: Fall 2020	External	!	0.50	0.50	08/28/20		09/01/20	Sandy Miller	NCH	Could not recall after processed
39	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: September	Internal	-	2.00	1.50	09/02/20	09/02/20		Sandy Miller	Sr Staff	
40	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Compile Data	External	!	10.00	3.25	09/30/20		09/30/20	Ginnie Rudnick	NYSED/Perkins	
41	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Post-Secondary Student Aid Study 2019-20 (NPSAS:20): Compile Data	External	!	10.00	22.00	09/09/20	09/15/20		Sandy Miller	NPSAS	Data to FinAid to verify 9/3
42	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED Article 129-B Annual Aggregate Data Report: Coordinate with Pam & Cathy	External	!	0.50	1.00	10/01/20		10/01/20	Ginnie Rudnick	NYSED	
43	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2H-2 Enrollment of Students with Disabilities: Download Data Uploaded by SUNY	External	!	1.00	1.00	09/09/20		09/30/20	Ginnie Rudnick	NYSED	
44	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2H-2 Enrollment of Students with Disabilities: Coordinate with Karen Grella for Review	External	!	1.00	1.00	09/09/20		09/30/20	Ginnie Rudnick	NYSED	
45	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2H-2 Enrollment of Students with Disabilities: Review Data Uploaded by SUNY	External	!	1.00	0.50	09/09/20		09/30/20	Ginnie Rudnick	NYSED	
46	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Summer 2020: Post	SUNY	!	0.50	0.25	09/03/20		09/08/20	Sandy Miller	SUNY	
47	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Mode of Instruction Survey	Unscheduled Task	!		1.00	09/01/20		09/01/20	Ginnie Rudnick	SUNY	
48	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS Summer 2020: First Run	SUNY	!	1.00	1.25	09/17/20	09/24/20	10/01/20	Sandy Miller	SUNY	Issues reported to SIRIS
49	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT Summer 2020: First Run	SUNY	!	1.00	1.25	09/17/20	09/24/20	10/01/20	Sandy Miller	SUNY	Donnie to look into 9/3
50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS Summer 2020: Review Submission	SUNY	!	0.25	1.25	09/17/20	09/24/20	10/01/20	Ginnie Rudnick	SUNY	
51	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Preliminary Enrollment Survey (PES): Submit & Lock	SUNY	!	0.50	1.00	08/31/20		09/04/20	Ginnie Rudnick	SUNY	
52	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Non-Credit Instructional Activities (NCIA): Check in with Emily	SUNY	!	0.50	0.25	09/25/20		09/25/20	Ginnie Rudnick	SUNY	
53	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data: Compile Data	Grants	!	10.00	4.00	09/22/20	09/23/20	10/02/20	Sandy Miller	Perkins	
54	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data: Review Grant Objectives	Grants	!	2.00	2.00	09/22/20	09/23/20	10/02/20	Ginnie Rudnick	Perkins	
55															
56	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Submission Calendar 2019-20: Finalize	Internal	-	2.00	5.25	09/04/20	09/04/20		Ginnie Rudnick	IR	
57	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Submission Calendar 2019-20: Board Version: Create	Internal	-	2.00	2.00	09/09/20	09/11/20		Ginnie Rudnick	IR	
58	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Submission Calendar 2019-20: Board Version: Review	Internal	-	4.00		09/09/20	09/11/20		Sandy Miller	IR	
59	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Submission Calendar 2019-20: Board Version: Finalize	Internal	-	0.50		09/09/20	09/11/20		Ginnie Rudnick	IR	
60	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2019 Enrollment Snapshot: Finalize	Internal	-	2.00	6.00	09/10/20	09/01/20		Ginnie Rudnick	Keiko	
61	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Send Last Chance Reminder	Internal	-	1.00	0.50	09/01/20	09/01/20		Ginnie Rudnick	Keiko	
62	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Middle States AIU Summary: Prepare Draft	Internal	!	4.00	7.00	09/03/20	09/04/20		Ginnie Rudnick	Keiko	
63	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Middle States AIU Summary: Finalize	Internal	!	4.00	4.00	09/03/20	09/04/20		Ginnie Rudnick	Keiko	
64	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Revise/Finalize Instructions	Internal	-	2.00			09/11/20		Sandy Miller	IR	already done
65	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Deans: Launch Inventory Document	Internal	-	4.00		12/04/20	12/18/20		Sandy Miller	IR	rescheduled
66	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Alumni Association Deans: Launch Inventory Document	Internal	-	4.00		12/15/20	12/18/20		Sandy Miller	IR	rescheduled
67	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Finance: Launch Inventory Document	Internal	-	4.00		04/08/21	12/18/20		Sandy Miller	IR	rescheduled
68	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Admissions: Launch Inventory Document	Internal	-	4.00			12/18/20		Sandy Miller	IR	rescheduled
69	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Distance Education: Launch Inventory Document	Internal	-	4.00		12/18/20	12/18/20		Sandy Miller	IR	rescheduled
70	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Mode of Instruction Survey: Review Requirements	Unscheduled Task			0.25	08/31/20	08/31/20		Ginnie Rudnick	SUNY	
71	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	K-12 HSN/HSI Enrollment Rate: Archive files	Unscheduled Task	-		0.25	08/31/20	08/31/20		Ginnie Rudnick	Sarah Yaw/Lisa Clark	
72	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2020 Project Calendar: Archive files	Unscheduled Task	-		0.25	08/31/20	08/31/20		Ginnie Rudnick	IR	
73	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall Enrollment Trends by Location: Compile Data	Unscheduled Task	!		6.00	09/03/20	09/03/20		Ginnie Rudnick	Keiko Kimura	
74	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall Enrollment Trends by Location: Review/Proofread	Unscheduled Task	!		0.50	09/03/20	09/03/20		Sandy Miller	Keiko Kimura	
75	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall Enrollment Trends by Location: Finalize	Unscheduled Task	!		1.50	09/03/20	09/03/20		Ginnie Rudnick	Keiko Kimura	
76	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.25	09/03/20	09/03/20		Ginnie Rudnick	Jeff/Cathy/Shannon	



NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
77	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Economic Impact Study: Download Reports/Forward to President	Unscheduled Task	!	0.45	09/05/20	09/05/20		Ginnie Rudnick	President/Keiko		
78															
79	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: August 2020	Internal	↓	0.25	09/01/20	09/04/20		Ginnie Rudnick	HR		
80	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: August 2020	Internal	↓	0.25	09/08/20	09/04/20		Sandy Miller	HR		
81	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		0.75	09/04/20	09/04/20		Ginnie Rudnick			
82	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50	09/01/20	09/01/20		Ginnie Rudnick	IR		
83	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	09/04/20	09/04/20		Ginnie/Sandy	IR		
84															
85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
86	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (9/4)	Time Off/Holiday		7.50	09/04/20	09/04/20		Sandy Miller			
87	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report: Review Data Needs	Meeting/Training		1.00	09/01/20	09/01/20		Ginnie/Sandy	IR		
88	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00	09/01/20	09/01/20		Ginnie/Sandy	IR		
89	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AIU Summary	Meeting/Training		1.00	09/02/20	09/02/20		Ginnie Rudnick	Keiko		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Outcomes Report	Meeting/Training		1.00	09/02/20	09/03/20		Ginnie Rudnick	Keiko/Elizabeth		
91	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AIU Summary (continuation)	Unscheduled		1.00	09/03/20	09/03/20		Ginnie Rudnick	Keiko		
92	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty Meeting	Meeting/Training		1.50	09/04/20	09/04/20		Ginnie Rudnick			
93	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement	Unscheduled Task		0.25	09/04/20	09/04/20		Ginnie Rudnick	Keiko		
94															
95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 9/7/20 - 9/11/20</b>			<b>82.00</b>	<b>93.25</b>						
96	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Compile Data	External	!	10.00	09/30/20		09/30/20	Ginnie Rudnick	NYSED/Perkins		
97	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Compile Data	Unscheduled Task	!		1.00	09/30/20	09/30/20	Sandy Miller	NYSED/Perkins		
98	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Post-Secondary Student Aid Study 2019-20 (NPSAS:20): Compile Data	External	!	5.00	09/09/20		09/15/20	Sandy Miller	NPSAS		
99	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Post-Secondary Student Aid Study 2019-20 (NPSAS:20): Review	External	!	1.00	09/09/20		09/15/20	Ginnie Rudnick	NPSAS		
100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Post-Secondary Student Aid Study 2019-20 (NPSAS:20): Finalize & Submit/Compile Data	External	!	2.00	09/09/20		09/15/20	Sandy Miller	NPSAS		
101	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED Article 129-B Annual Aggregate Data Report: Coordinate with Pam & Cathy	External	!	0.25	0.25	10/01/20	10/01/20	Ginnie Rudnick	NYSED		
102	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2H-2 Enrollment of Students with Disabilities: Finalize & Submit	External	!	1.00	0.75	09/09/20	09/30/20	Ginnie Rudnick	NYSED		
103	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Basic Student Charges: Compile Information	SUNY	!	3.00	0.75	09/09/20	09/15/20	Ginnie Rudnick	SUNY		
104	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Basic Student Charges: Finalize & Submit	SUNY	!	0.50	0.50	09/09/20	09/15/20	Ginnie Rudnick	SUNY		
105	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS Summer 2020: Second Run	SUNY	!	1.00	1.00	09/17/20	09/24/20	10/01/20	Sandy Miller	SUNY	Issue with Ready students
106	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT Summer 2020: Second Run	SUNY	!	1.00	0.50	09/17/20	09/24/20	10/01/20	Sandy Miller	SUNY	Ticket with SICAS 9/9
107	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS Summer 2020: Review Submission	SUNY	!	0.25	0.25	09/17/20	09/24/20	10/01/20	Ginnie Rudnick	SUNY	
108	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Non-Credit Instructional Activities (NCIA): Assist with Issues	SUNY	!	0.50	0.25	09/25/20	09/25/20	Ginnie Rudnick	SUNY		
109	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data: Compile Data	Grants	!	5.00	7.00	09/22/20	09/23/20	10/02/20	Sandy Miller	Perkins	
110															
111	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!	1.75	09/09/20	09/09/20		Ginnie Rudnick	Cathy Dotterer	added new elements	
112	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2019 Enrollment Snapshot: Finalize	Rescheduled	—	7.75	09/10/20	09/01/20		Ginnie Rudnick	Keiko		
113	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall Enrollment Trends by Location: Graphs	Unscheduled Task	!	1.00	09/08/20	09/08/20		Sandy Miller	President/Keiko		
114	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall Enrollment Trends by Location: Graphs II	Unscheduled Task	!	1.50	09/09/20	09/09/20		Ginnie Rudnick	President/Keiko		
115	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Success Rates: 2020 vs. 2019	Unscheduled Task		7.75	10/01/20	09/25/20		Ginnie Rudnick	Keiko/Elizabeth		
116	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Submission Calendar 2019-20: Board Version: Review	Rescheduled	—	0.50	09/09/20	09/11/20		Sandy Miller	IR		
117	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual Submission Calendar 2019-20: Board Version: Finalize	Rescheduled	—	1.00	09/09/20	09/11/20		Ginnie Rudnick	IR		

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
118	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summer 2020 Project Calendar: Close Out & Distribute	Internal	—	2.00	1.75	09/10/20	09/18/20	Ginnie Rudnick	IR	
119	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR Project Analysis: 2019-20	Internal	—	5.00	5.75	09/16/20	09/18/20	Ginnie Rudnick	Keiko	
120	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smartsheet invoice: submit for payment	Internal	—	0.50		10/06/20	09/25/20	Ginnie Rudnick	IR	waiting for invoice
121	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEAIR Conference: Register	Internal	↓	0.50	0.25	09/11/20	09/11/20	Ginnie Rudnick	IR	
122	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Compile Report	Internal	—	1.00	1.00	10/01/20	09/18/20	Ginnie Rudnick	Keiko	
123														
124	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: August 2020	Rescheduled	↓		0.25	09/08/20	09/04/20	Sandy Miller	HR	
125	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: August 2020:Review/Approve	Unscheduled Task	↓		0.25	09/10/20	09/10/20	Ginnie Rudnick	HR	
126	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Unscheduled Task			0.25	09/11/20	09/11/20	Ginnie Rudnick		
127	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	1.75	09/11/20	09/11/20	Ginnie/Sandy	IR	
128														
129	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
130	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Labor Day Holiday	Time Off/Holiday		15.00	15.00	09/07/20	09/07/20	Ginnie/Sandy		
131	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (9/8)	Time Off/Holiday		7.50	7.50	09/07/20	09/08/20	Ginnie Rudnick		
132	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (9/10-9/11)	Time Off/Holiday		15.00	15.00	09/11/20	09/11/20	Sandy Miller		
133	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TSDS/EOT Issue - SICAS (Donni)	Unscheduled		1.00	09/08/20	09/08/20	Sandy Miller	Donni		
134	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HR-IT Meeting	Unscheduled		0.50	09/09/20	09/09/20	Ginnie Rudnick	Denise/Joe		
135	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Meeting/Training		1.00	0.50	09/09/20	09/09/20	Ginnie/Sandy	IR	
136	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SICAS IR FAUG Conference Call	Meeting/Training		2.00	2.00	09/09/20	09/09/20	Ginnie/Sandy	SICAS	
137	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Data	Unscheduled		0.50	09/10/20	09/10/20	Ginnie Rudnick	Keiko/Greg/Richard		
138	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		1.00	1.00	09/11/20	09/11/20	Ginnie Rudnick	APG	
139	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	President's Address	Unscheduled		1.50	09/11/20	09/11/20	Ginnie Rudnick	President		
140	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSTF Curriculum Mapping Workshop	Unscheduled		1.50	09/11/20	09/11/20	Ginnie Rudnick	SSTF		
141														
142	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 9/14/20 - 9/18/20</b>			<b>77.75</b>	<b>97.50</b>					
143	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Census Day Data Pull: Student Data	Internal	—	1.00	0.50	09/18/20	09/18/20	Sandy Miller	IR	
144	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Census Day Data Pull: Employee Data	Internal	—	4.00		09/24/20	09/18/20	Ginnie Rudnick	IR	
145	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH First of Term Enrollment: Fall 2020	External	!	0.50	0.50	09/17/20	09/18/20	Sandy Miller	NCH	
146	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Compile Data	External	!	10.00	6.75	09/30/20	09/30/20	Ginnie Rudnick	NYSED/Perkins	
147	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS Summer 2020: Third Run	SUNY	!	0.50	1.00	09/17/20	09/24/20	Sandy Miller	SUNY	
148	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT Summer 2020: Third Run	SUNY	!	0.50	0.50	09/17/20	09/24/20	Sandy Miller	SUNY	
149	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS Summer 2020: Review Submission	SUNY	!	0.25	0.75	09/17/20	09/24/20	Ginnie Rudnick	SUNY	
150	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS Summer 2020: Finalize & Lock	Unscheduled Task	!		0.25	09/17/20	09/24/20	Sandy Miller	SUNY	
151	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT Summer 2020: Finalize & Lock	Unscheduled Task	!		0.25	09/17/20	09/24/20	Sandy Miller	SUNY	
152	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY State-Aidable Learning Center Usage: Summer 2020: Finalize & Lock	Unscheduled Task	!		0.25	09/17/20	10/01/20	Ginnie Rudnick	SUNY	
153	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Financial Aid: 2019-20 Coordinate Financial Aid/IT	SUNY	!	0.50	0.25	11/02/20	09/24/20	Ginnie Rudnick	SUNY	SUNY changed deadline from 10/1 to 11/1
154	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Non-Credit Instructional Activities (NCIA): Assist with Issues	SUNY	!	0.50		09/25/20	09/25/20	Ginnie Rudnick	SUNY	
155	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FISAP: Review Instructions	External	!	0.50	0.25	09/22/20	10/01/20	Ginnie/Sandy	Cathy Patella/ Feds	
156	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FISAP: Enrollment Data: Compile Data	External	!	1.00	0.50	09/22/20	10/01/20	Sandy Miller	Cathy Patella/ Feds	
157	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FISAP: Enrollment Data: Review/Finalize/Forward	External	!	4.00		09/22/20	10/01/20	Sandy Miller	Cathy Patella/ Feds	
158	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data: Compile Data	Grants	!	18.00	23.50	09/22/20	09/23/20	Sandy Miller	Perkins	
159	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data: Review	Grants	!	1.00	0.25	09/22/20	09/23/20	Ginnie Rudnick	Perkins	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
160	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Military-Friendly Survey-Compile Data	External	!	5.00		10/19/20	11/20/20	12/04/20	Sandy Miller	Victory Media/Emily Cameron
161	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Middle States MPPR Requirements: Review	Unscheduled Task		0.50	09/17/20	09/18/20		Ginnie Rudnick	Keiko	
162														
163	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!	0.75	09/17/20	09/17/20		Ginnie Rudnick	Cathy Dotterer	
164	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Success Rates: 2020 vs. 2019: Compile Data	Unscheduled Task		14.75	10/01/20	09/25/20		Ginnie Rudnick	Keiko/Elizabeth	
165	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Success Rates: 2020 vs. 2019: Proofread	Unscheduled Task		2.50	10/01/20	09/25/20		Sandy Miller	Keiko/Elizabeth	
166	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR Project Analysis: 2019-20	Rescheduled	-	3.50	09/16/20	09/18/20		Ginnie Rudnick	Keiko	
167	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance Evaluation--Sandy: Self Evaluation	Internal	-	1.00	0.50	09/24/20	10/01/20	Sandy Miller	HR	
168	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Prepare Draft of Reports	Internal	-	12.00	12.50	10/01/20	09/18/20	Ginnie Rudnick	Keiko	
169	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Proofread Reports	Internal	-	3.00		10/01/20	09/18/20	Sandy Miller	Keiko	
170	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Finalize Reports	Internal	-	4.00		10/01/20	09/18/20	Ginnie Rudnick	Keiko	
171	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Functional Area Review: Review External Report	Internal	-	1.00	1.00	11/05/20	10/09/20	Ginnie/Sandy	Assessment	
172														
173	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019-20 Undup Enrollment by Program	Unscheduled Task		0.25	09/14/20	09/14/20		Ginnie Rudnick		
174	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Enrollment Transmission Schedule	Unscheduled Task		0.50	09/16/20	09/16/20		Ginnie Rudnick		
175	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Help Ticket: Computer Problems	Unscheduled Task		0.50	09/16/20	09/16/20		Ginnie Rudnick		
176	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer problems/fixing	Unscheduled Task		1.75	09/16/20	09/16/20		Ginnie Rudnick		
177	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VPN issue/install	Unscheduled Task		1.00	09/18/20			Sandy Miller		
178	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Packing for move	Unscheduled Task		1.00	09/17/20	09/17/20		Ginnie/Sandy		
179	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Program Viability Analysis	Unscheduled Task		1.75	09/17/20	09/17/20		Ginnie Rudnick	Ron Cantor	
180	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	-	0.50	0.25	09/15/20	09/15/20	Ginnie Rudnick	IR	
181	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		0.50	09/18/20	09/18/20		Ginnie Rudnick		
182	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	1.00	09/18/20	09/18/20	Ginnie/Sandy	IR	
183														
184	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
185	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (9/14)	Time Off/Holiday		7.50	7.50	09/14/20	09/14/20	Sandy Miller		
186	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (9/18)	Time Off/Holiday		7.50	7.50	09/18/20	09/18/20	Ginnie Rudnick		
187	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program Viability Prep	Unscheduled		0.50	09/14/20	09/14/20		Ginnie Rudnick	Keiko	
188	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Review Projects	Unscheduled		0.50	09/15/20	09/15/20		Ginnie Rudnick		
189	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		09/15/20	09/15/20	Ginnie/Sandy	IR	
190	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FAR Action Plan	Unscheduled		0.25	09/17/20	09/17/20		Ginnie Rudnick	Elizabeth	
191	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program Viability Analysis	Unscheduled		1.25	09/17/20	09/17/20		Ginnie Rudnick	Ron Cantor	
192														
193	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 9/21/20 - 9/25/19</b>			<b>71.00</b>	<b>91.75</b>					
194	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IR Accomplishments for Board Report	Internal	!	4.00		09/25/20	09/29/20	Ginnie Rudnick	Keiko	
195	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Census Day Data Pull: Employee Data	Rescheduled	-	0.50	09/21/20	09/18/20		Ginnie Rudnick	IR	
196	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Compile Data	External	!	5.00	8.00	09/30/20		09/30/20	Ginnie Rudnick	NYSED/Perkins
197	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Finalize & Lock	External	!	5.00		09/30/20		09/30/20	Ginnie Rudnick	NYSED/Perkins
198	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED Article 129-B Annual Aggregate Data Report: Follow Up	Unscheduled Task	!	0.25	10/01/20		10/01/20	Ginnie Rudnick	NYSED	
199	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED Article 129-B Annual Aggregate Data Report: Finalize & Lock	External	!	4.00		10/01/20		10/01/20	Ginnie Rudnick	NYSED
200	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS Summer 2020: Final Review	SUNY	!	4.00		09/17/20	09/24/20	10/01/20	Ginnie Rudnick	SUNY
201	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY TSDS Summer 2020: Finalize & Lock	SUNY	!	0.50		09/17/20	09/24/20	10/01/20	Sandy Miller	SUNY
														finished previous week

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
202	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT Summer 2020: Finalize & Lock	SUNY	!	0.50		09/17/20	09/24/20	10/01/20	Sandy Miller	SUNY	finished previous week
203	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY EOT/TSDS Summer 2020: Post	Unscheduled Task	!		0.50	09/21/20	09/24/20	10/01/20	Ginnie Rudnick	SUNY	
204	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY State Aidable Learning Center Usage: Summer 2020: Compile Data	SUNY	!	2.00		09/17/20		10/01/20	Ginnie Rudnick	SUNY	completed previous week
205	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY State Aidable Learning Center Usage: Summer 2020: Finalize & Lock	SUNY	!	0.50		09/17/20		10/01/20	Ginnie Rudnick	SUNY	completed previous week
206	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Financial Aid: 2019-20: Assist with Resolving Errors/Issues	SUNY	!	1.00		11/02/20	09/24/20	10/01/20	Ginnie/Sandy	SUNY	SUNY changed deadline from 10/1 to 11/1
207	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Non-Credit Instructional Activities (NCIA): Assist with Resolving Issues	SUNY	!	0.50	0.25	09/25/20		09/25/20	Ginnie Rudnick	SUNY	
208	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Annual Financial Report: Contact Marie about Status	SUNY	!	1.00		10/16/20		10/31/20	Ginnie Rudnick	SUNY	
209	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data: Finalize	Grants	!	3.00	1.00	09/22/20	09/23/20	10/02/20	Sandy Miller	Perkins	
210	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Final Report Data: Final Review	Grants	!	2.00	1.50	09/22/20	09/23/20	10/02/20	Ginnie/Sandy	Perkins	
211	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Military Friendly Survey: Compile Data	External	!	2.00		10/19/20	11/20/20	12/04/20	Sandy Miller	Victory Media/Emily Cameron	
212															
213	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.75	09/23/20	09/23/20		Ginnie Rudnick	Cathy Dotterer	
214	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance Evaluation--Sandy: Evaluation	Internal	—	2.00	2.50	09/24/20	10/01/20		Ginnie Rudnick	HR	
215	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance Evaluation--Sandy: Forward Documentation to HR	Internal	—	0.50	0.25	09/24/20	10/01/20		Ginnie Rudnick	HR	
216	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Achievement Measure (SAM): Compile Data	Benchmarking	!	3.00		10/01/20		10/11/20	Sandy Miller	SAM	
217	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Partnership: Launch Inventory Document	Internal	—	1.00		12/04/20	12/18/20		Sandy Miller	IR	rescheduled
218	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Advisement): Launch Inventory Document	Internal	—	1.00		12/14/20	12/18/20		Sandy Miller	IR	rescheduled
219	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: ASC: Launch Inventory Document	Internal	—	1.00		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
220	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Athletics: Launch Inventory Document	Internal	—	1.00		12/04/20	12/18/20		Sandy Miller	IR	rescheduled
221	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Developmental Studies: Launch Inventory Document	Internal	—	1.00		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
222	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Financial Aid: Launch Inventory Document	Internal	—	1.00		12/04/20	12/18/20		Sandy Miller	IR	rescheduled
223	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Foundation: Launch Inventory Document	Internal	—	1.00		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
224	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Human Resources: Launch Inventory Document	Internal	—	1.00		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
225	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NGGBP: Fall 2020 Enrollment Tracking	Benchmarking	!	2.00		10/07/20	09/21/20		Ginnie Rudnick	NGGBP	
226	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Prepare Draft of Reports	Rescheduled	—		12.50	10/01/20	09/18/20		Ginnie Rudnick	Keiko	
227	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Proofread Reports	Rescheduled	—		4.00	10/01/20	09/18/20		Sandy Miller	Keiko	
228	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Success Rates: 2020 vs. 2019: Proofread	Unscheduled Task	—		10.00	10/01/20	09/25/20		Sandy Miller	Keiko/Elizabeth	
229	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Success Rates: 2020 vs. 2019: Proofread/Review	Unscheduled Task	—		11.75	10/01/20	09/25/20		Ginnie Rudnick	Keiko/Elizabeth	
230	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Compile Ideas	Internal	—	2.00		11/13/20	10/02/20		Ginnie Rudnick	Sr-Staff	
231	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Characteristics 2018-19: Review Request	Unscheduled Task	—		0.50	10/05/20	10/01/20		Ginnie Rudnick	Keiko/Greg/Rich	
232	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Characteristics 2018-19: Compile Data	Unscheduled Task	—		14.00	10/05/20	10/01/20		Sandy Miller	Keiko/Greg/Rich	
233	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2020-21 Leave Report: Research Availability	Unscheduled Task	—		0.50	09/24/20	09/24/20		Ginnie Rudnick		
234	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CIP Code 2020: Download Tables for IT	Unscheduled Task	—		0.50	09/22/20	09/22/20		Ginnie Rudnick		
235															
236	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organize Projects	Email/Organize Projects	—		0.50	09/24/20	09/24/20		Ginnie Rudnick		
237	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office Move	Unscheduled Task	—		0.75	09/21/20	09/21/20		Ginnie/Sandy		
238	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for IR Project Status Meeting	Internal	—	0.50	0.25	09/22/20	09/23/20		Ginnie Rudnick	IR	
239	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Sandy's Performance Evaluation	Internal	—	0.50	0.50	09/24/20	09/23/20		Ginnie/Sandy	HR	
240	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for FAR Meeting	Unscheduled Task	—		0.50	09/22/20	09/22/20		Ginnie Rudnick		

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
241	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50	0.50	09/22/20	09/22/20	Ginnie Rudnick	IR		
242	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects			1.00	09/25/20	09/25/20	Ginnie Rudnick			
243	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	1.50	09/25/20	09/25/20	Ginnie/Sandy	IR		
244															
245	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
246	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (9/23)	Time Off/Holiday		4.00	4.00	09/23/20	09/23/20	Ginnie Rudnick			
247	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (9/24-9/25)	Time Off/Holiday		15.00	7.50	09/25/20	09/25/20	Sandy Miller			
248	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00	1.00	09/22/20	09/22/20	Ginnie/Sandy	IR		
249	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance Evaluation--Sandy	Meeting/Training		1.00	0.50	09/24/20	09/23/20	Ginnie/Sandy	HR		
250	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Meeting/Training		1.00	1.00	09/22/20	09/23/20	Ginnie/Sandy	IR		
251	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Functional Area Review: Action Plan	Meeting/Training		2.00	2.00	09/22/20	09/21/20	Ginnie/Sandy	Assessment		
252	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Data	Unscheduled		1.00		09/22/20	09/22/20	Ginnie/Sandy			
253															
254	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 9/28/20 - 10/2/20</b>			<b>71.50</b>	<b>100.00</b>						
255	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: October	Internal Project	—	2.00	2.00	10/01/20	10/02/20	Sandy Miller	Sr Staff		
256	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Fall 2020: Send SSN Verification	Unscheduled Task	!		0.50	09/30/20		Sandy Miller	NCH		
257	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Compile Data	Rescheduled	!		11.75	09/30/20	09/30/20	Ginnie Rudnick	NYSED/Perkins	bugs in new upload interface	
258	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CTEA-1: Part 1 (Participants): Finalize & Lock	Rescheduled	!		4.25	09/30/20	09/30/20	Ginnie Rudnick	NYSED/Perkins	bugs in new upload interface	
259	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED Article 129-B Annual Aggregate Data Report: Coordinate with Others to get data	Rescheduled	!		1.00	10/01/20	10/01/20	Ginnie Rudnick	NYSED		
260	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED Article 129-B Annual Aggregate Data Report: Finalize & Lock	Rescheduled	!		0.25	10/01/20	10/01/20	Ginnie Rudnick	NYSED		
261	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS Institutional Characteristics: Compile Information	External	!	1.00	0.50	10/01/20	10/14/20	Ginnie Rudnick	IPEDS		
262	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS Institutional Characteristics: Finalize & Lock	External	!	0.50	0.25	10/01/20	10/14/20	Ginnie Rudnick	IPEDS		
263	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Non-Credit Instructional Activities (NCIA): Archive Submission	SUNY	!	0.50	0.25	10/01/20	10/02/20	Ginnie Rudnick	SUNY		
264	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Financial Aid: 2019-20: Assist with Resolving Errors/Issues	External	!	1.00	0.25	11/02/20	09/24/20	11/01/20	Ginnie/Sandy	SUNY	SUNY changed deadline from 10/1 to 11/1
265	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Application Counts Submission: Check with Bruce on Status	SUNY	!	0.50	0.25	10/09/20	10/09/20	Ginnie Rudnick	SUNY		
266	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<del>SUNY Application Counts Submission</del>	SUNY	!	2.00		<del>10/09/20</del>	<del>10/09/20</del>	<del>Ginnie Rudnick</del>	<del>SUNY/Bruce</del>	didn't get form from Bruce until 10/7	
267	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Annual Financial Report: Contact Marie about Status	Rescheduled	!		0.25	10/16/20	10/31/20	Ginnie Rudnick	SUNY		
268	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Achievement Measure (SAM): Finalize Data	Benchmarking	!	3.00	2.50	10/01/20	10/11/20	Sandy Miller	SAM	to Ginnie 9/29	
269	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Achievement Measure (SAM): Review	Benchmarking	!	1.00	0.25	10/01/20	10/11/20	Ginnie Rudnick	SAM		
270	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Military Friendly Survey: Compile Data	External	!	10.00	9.50	10/19/20	11/20/20	12/04/20	Sandy Miller	Victory Media/Emily Cameron	
271															
272	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CJPC Code 2020 Implementation & Discrepancy Resolution	Unscheduled Task	!		3.75	10/06/20	10/01/20	Ginnie Rudnick			
273	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.75	09/30/20	09/30/20	Ginnie Rudnick	Cathy Dotterer		
274	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Characteristics 2018-19: Compile Data	Unscheduled Task			7.50	10/05/20	10/01/20	Sandy Miller	Keiko/Greg/Rich		
275	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Characteristics 2018-19: Review	Unscheduled Task			1.25	10/05/20	10/01/20	Ginnie Rudnick	Keiko/Greg/Rich		
276	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Characteristics 2018-19: Finalize	Unscheduled Task			6.50	10/05/20	10/01/20	Sandy Miller	Keiko/Greg/Rich		
277	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID on Employees Surveys: Finalize Reports	Rescheduled	—		4.75	10/01/20	09/18/20	Ginnie Rudnick	Keiko		
278	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Success Rates: 2020 vs. 2019: Finalize	Unscheduled Task			16.25	10/01/20	09/25/20	Ginnie Rudnick	Keiko/Elizabeth		
279	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Compile Ideas	Internal	—	2.00		11/13/20	10/02/20	Ginnie Rudnick	Sr-Staff		
280	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Compile Ideas	Internal	—	2.00		11/13/20	10/02/20	Sandy Miller	Sr-Staff	completed following week	
281	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Prepare Document	Internal	—	6.00		11/13/20	10/02/20	Ginnie Rudnick	Sr-Staff		

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
282	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Review/Proofread	Internal	---	2.00		11/13/20	10/02/20	Sandy Miller	Sr-Staff	
283	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Incorporate Feedback/Finalize	Internal	---	2.00		11/13/20	10/02/20	Ginnie Rudnick	Sr-Staff	
284	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Functional Area Review: Action Plan: Prepare Draft	Internal	---	5.00		11/05/20	10/09/20	Ginnie Rudnick	Assessment	
285	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Functional Area Review: Action Plan: Review	Internal	---	1.00		11/05/20	10/09/20	Sandy Miller	Assessment	
286	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Advisement): Launch Inventory Document	Rescheduled	---	0.50	12/14/20	12/18/20		Sandy Miller	IR	launched 9/30
287	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Financial Aid: Launch Inventory Document	Rescheduled	---	0.50	12/14/20	12/18/20		Sandy Miller	IR	launched 9/30
288	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Deans: Launch Inventory Document	Rescheduled	---	0.50	12/04/20	12/18/20		Sandy Miller	IR	Sent Email to Div Chairs. Awaiting response on whether they use or not before sending project info
289	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Deans: Launch Inventory Document: STEVE KEELER	Rescheduled	---	0.50	12/04/20	12/18/20		Sandy Miller	IR	Sent to Steve Keeler 9/28
290	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Alumni Association: Launch Inventory Document	Rescheduled	---	0.50	12/15/20	12/18/20		Sandy Miller	IR	Sent to Ginny Kent 9/30
291	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Finance: Launch Inventory Document	Rescheduled	---	0.50	01/08/21	12/18/20		Sandy Miller	IR	Sent to Marie 9/30
292	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Admissions: Launch Inventory Document	Rescheduled	---	0.50		12/18/20		Sandy Miller	IR	Resent to Bruce 9/30
293	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Nurse: Prepare Inventory Document	Internal	---	3.00	1.00	12/14/20	03/26/21	Sandy Miller	IR	
294	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Payroll: Prepare Inventory Document	Internal	---	3.00	1.00	12/14/20	03/26/21	Sandy Miller	IR	
295	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Payroll: Launch Inventory Document	Internal	---	1.00	1.00	12/14/20	03/26/21	Sandy Miller	IR	Sent to Karen Wheat 9/30
296	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Nurse: Launch Inventory Document	Internal	---	1.00	0.50	12/14/20	03/26/21	Sandy Miller	IR	Sent to Suzanne Wilson 9/30
297	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Deans: Follow Up	Internal	---	0.50		12/04/20	12/18/20	Sandy Miller	IR	rescheduled
298	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Alumni Association: Follow Up	Internal	---	0.50		12/15/20	12/18/20	Sandy Miller	IR	rescheduled
299	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Finance: Follow Up	Internal	---	0.50		01/08/21	12/18/20	Sandy Miller	IR	rescheduled
300	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Admissions: Follow Up	Internal	---	0.50		12/18/20		Sandy Miller	IR	rescheduled
301	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Distance Education: Follow Up	Internal	---	0.50	1.00	12/18/20	12/18/20	Sandy Miller	IR	
302	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Faculty): Prepare Inventory Document	Internal	---	3.00		10/22/20	03/26/21	Sandy Miller	IR	rescheduled
303	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Faculty): Launch Inventory Document	Internal	---	1.00		10/22/20	03/26/21	Sandy Miller	IR	rescheduled
304	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Identify Content	Internal	---	10.00			12/18/20	Ginnie Rudnick	IR	
305	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Look up Remedial Course for Carol Runge	Unscheduled Task		0.50	0.50	09/29/20		Sandy Miller	Carol Runge	
306	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Register for COVID test	Unscheduled Task		0.50	0.50	09/30/20		Sandy Miller	Steve Keeler	
307	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enrollment Data for BMI Licensing	Unscheduled Task		0.50	0.50	09/30/20		Sandy Miller	Steve Keeler	
308	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review COVID Survey Summaries	Unscheduled Task		0.50	0.50	10/01/20	10/01/20	Sandy Miller	Keiko/Elizabeth	
309	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Create SAMs Data for FactBook	Unscheduled Task		1.00	1.00	10/01/20		Sandy Miller		
310														
311	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: September 2020	Internal	↓	0.25	0.25	10/01/20	10/02/20	Ginnie Rudnick	HR	
312	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: September 2020	Internal	↓	0.25		10/06/20	10/02/20	Sandy Miller	HR	
313	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	---	0.50	0.50	09/29/20	09/29/20	Ginnie Rudnick	IR	
314	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond/Archive	Email/Organize Projects			2.00	10/02/20	10/02/20	Sandy Miller		
315	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects			0.75	10/02/20	10/02/20	Ginnie Rudnick		
316	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	2.00	10/02/20	10/02/20	Ginnie/Sandy	IR	
317														
318	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
319	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (10/2)	Time Off/Holiday		4.00		10/02/20	10/02/20	Ginnie Rudnick		
320	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearinghouse Agreements	Unscheduled		0.50	0.50	09/29/20	09/29/20	Ginnie Rudnick	Shannon Patrie	
321	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00	2.00	09/29/20	09/29/20	Ginnie/Sandy	IR	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
322	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID Report	Unscheduled		1.00	10/01/20	10/01/20		Ginnie Rudnick	Keiko/Elizabeth		
323	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Update	Unscheduled		1.00	09/28/20	09/28/20		Ginnie/Sandy			
324	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP FAR Recommendations	Unscheduled		0.50	10/02/20	10/02/20		Ginnie Rudnick	Keiko/Elizabeth		
325	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Meeting	Meeting/Training		4.50		10/02/20		Ginnie Rudnick			
326															
327	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Week of 10/5/20 - 10/9/20			72.75	79.25						
328	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS Completions: Review Data uploaded by SUNY	External	!	2.00	2.00	10/06/20	10/14/20	Ginnie Rudnick	IPEDS		
329	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS 12 Month Enrollment: Review Data uploaded by SUNY	External	!	2.00	1.00	10/06/20	10/14/20	Ginnie Rudnick	IPEDS		
330	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS Completions: Finalize & Lock	External	!	0.50	0.25	10/06/20	10/14/20	Ginnie Rudnick	IPEDS		
331	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS 12 Month Enrollment: Finalize & Lock	External	!	0.50	0.25	10/06/20	10/14/20	Ginnie Rudnick	IPEDS		
332	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY-TSDS-Summer-2020-Post	SUNY	!	0.25	09/21/20	10/09/20		Sandy Miller	SUNY	completed previously	
333	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY-EOT-Summer-2020-Post	SUNY	!	0.25	09/21/20	10/09/20		Sandy Miller	SUNY	completed previously	
334	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCCBP: Fall 2020 Enrollment Tracking	Rescheduled	!		1.50	10/07/20	09/21/20	Ginnie Rudnick	NCCBP		
335	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Run Course in Audit Mode	Unscheduled Task	!	0.50	10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY		
336	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Run TSDS in Audit Mode	Unscheduled Task	!	0.50	10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY		
337	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: First Run	SUNY	!	1.00	1.00	10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY	
338	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2019: Review Submission	SUNY	!	0.25	0.25	10/27/20	10/25/20	11/01/20	Ginnie Rudnick	SUNY	
339	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Annual Financial Report: Compile Data	SUNY	!	10.00	1.00	10/16/20		10/31/20	Ginnie Rudnick	SUNY	
340	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Annual Financial Report: Finalize & Forward to Marie	SUNY	!	4.00		10/16/20		10/31/20	Ginnie Rudnick	SUNY	
341	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Application Counts Submission: Compile Data	Rescheduled	!		1.00	10/09/20		10/09/20	Ginnie Rudnick	SUNY/Bruce	didn't get form from Bruce until 10/7
342	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Application Counts Submission: Finalize & Submit	SUNY	!	0.50	0.25	10/09/20		10/09/20	Ginnie Rudnick	SUNY/Bruce	
343	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concurrent High School Fall 2020 Headcount: Urgent SUNY request	Unscheduled Task	!		0.50	10/09/20	10/09/20		Ginnie Rudnick	SUNY	
344	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow-Up Survey: Create Survey Instrument	Grants	!	4.00		01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
345	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow-Up Survey: Finalize Survey Instrument	Grants	!	0.50		01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
346															
347	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID Summary Report Revised Draft	Unscheduled Task	!	0.50	10/19/20	10/19/20		Ginnie Rudnick	Keiko/Elizabeth		
348	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Military Friendly Survey: Compile Data	Rescheduled	!	1.00	10/19/20	11/20/20	12/04/20	Sandy Miller	Victory Media/Emily Cameron	Missing Job Placement data. Requested of Ginnie 10/7 and prior	
349	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Economic Impact Study questions	Unscheduled Task		0.50	10/06/20	10/06/20		Ginnie Rudnick	Keiko		
350	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Compile Ideas	Rescheduled	—	11.50	11/13/20	10/02/20		Sandy Miller	Sr Staff		
351	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!	0.50	10/07/20	10/07/20		Ginnie Rudnick	Cathy Dotterer		
352	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CIPC Code 2020 Implementation & Discrepancy Resolution	Unscheduled Task	!	0.50	10/06/20	10/01/20		Ginnie Rudnick			
353	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smartsheet invoice: submit for payment	Rescheduled	—	0.25	10/06/20	09/25/20		Ginnie Rudnick	IR	received invoice late	
354	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEAIR invoice: submit for payment	Unscheduled Task	—	0.25	10/06/20	10/06/20		Ginnie Rudnick	IR		
355	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Characteristics 2018-19: Finalize	Unscheduled Task		3.00	10/05/20	10/01/20		Sandy Miller	Keiko/Greg/Rich	Reworked for Accuplacer placement, then nixed	
356	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP-Functional Area Review: Action Plan: Finalize	Internal	—	4.00	11/05/20	10/09/20		Ginnie Rudnick	Assessment		
357	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Student (Student): Prepare Inventory Document	Internal	—	3.00		01/05/21	03/26/21		Sandy Miller	IR	rescheduled
358	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student Engagement: Prepare Inventory Document	Internal	—	3.00		12/09/21	03/26/21		Sandy Miller	IR	rescheduled
359	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Institutional Research: Prepare Inventory Document	Internal	—	10.00			03/26/21		Sandy Miller	IR	rescheduled
360	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Student (Student): Launch Inventory Document	Internal	—	4.00		01/05/21	03/26/21		Sandy Miller	IR	rescheduled
361	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student Engagement: Launch Inventory Document	Internal	—	4.00		12/09/21	03/26/21		Sandy Miller	IR	rescheduled

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
362	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Institutional Research: Launch Inventory Document	Internal	—	4.00			03/26/24	Sandy Miller	IR	rescheduled
363	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Data Dictionary (SDS) for Admissions Items	Unscheduled Task		1.50	10/07/20	10/07/20		Sandy Miller	Ginnie/Keiko	
364														
365	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power Outage	Unscheduled Task		4.00	10/07/20	10/07/20		Ginnie/Sandy		
366	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for COVID Meeting	Unscheduled Task		0.25	10/06/20	10/06/20		Ginnie Rudnick		
367	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for IR Meeting	Unscheduled Task		0.25	10/06/20	10/06/20		Ginnie Rudnick		
368	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: September 2020	Rescheduled		0.25	10/06/20	10/02/20		Sandy Miller	HR	
369	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: Approval and Assessment of Accruals	Unscheduled Task		0.25	10/06/20	10/06/20		Ginnie Rudnick		
370	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AIRPO Listserv: Review Postings	Unscheduled Task		0.50	10/07/20	10/07/20		Ginnie Rudnick		
371	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer Issues from Power Outage	Unscheduled Task		1.00	10/09/20	10/09/20		Ginnie Rudnick		
372	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Unscheduled Task		0.75	10/09/20	10/09/20		Ginnie Rudnick		
373	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	2.50	10/09/20	10/09/20	Ginnie/Sandy	IR	
374	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID-19 Testing	Internal		1.00	1.00	10/07/20	10/07/20	Ginnie/Sandy	CCC	
375														
376	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
377	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (10/5)	Time Off/Holiday		7.50	7.50	10/06/20	10/06/20	Ginnie Rudnick		
378	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (10/8)	Time Off/Holiday		7.50	7.50	10/08/20	10/08/20	Ginnie Rudnick		
379	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (10/9)	Time Off/Holiday		4.00	10/09/20	10/09/20		Ginnie Rudnick		
380	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (10/8-10/9)	Time Off/Holiday		15.00	15.00	10/09/20	10/09/20	Sandy Miller		
381	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Report	Unscheduled		1.00	10/06/20	10/06/20		Ginnie Rudnick	Keiko/Elizabeth	
382	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Unscheduled		1.00	10/06/20	10/06/20		Ginnie/Sandy	IR	
383	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Project Update	Unscheduled		0.50	10/07/20	10/07/20		Ginnie/Sandy		
384	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FAR Action Report	Unscheduled		1.00	10/07/20	10/07/20		Ginnie/Sandy		
385	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Report	Unscheduled		1.00	10/09/20	10/09/20		Ginnie Rudnick	Keiko/Elizabeth	
386	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		1.00	0.50	10/09/20	10/09/20	Ginnie Rudnick	APG	
387														
388	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 10/12/20 - 10/16/20</b>			<b>67.25</b>	<b>83.25</b>					
389	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Mode of Instruction Survey	Unscheduled Task	!	3.50	10/15/20	10/15/20		Ginnie Rudnick	SUNY	
390	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Annual Financial Report: Compile Data	Rescheduled	!	3.50	10/16/20	10/31/20		Ginnie Rudnick	SUNY	
391	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Annual Financial Report: Finalize & Forward to Marie	Rescheduled	!	0.50	10/16/20	10/31/20		Ginnie Rudnick	SUNY	
392	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Second Run	SUNY	!	4.00	4/27/20	4/25/20	4/04/20	Ginnie Rudnick	SUNY	
393	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Review Submission	SUNY	!	0.25	4/27/20	4/25/20	4/04/20	Ginnie Rudnick	SUNY	
394	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS: Review Locking Issue from SUNY	Unscheduled Task	!	0.50	10/13/20	10/13/20		Ginnie Rudnick	SUNY	
395														
396	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!	0.75	10/14/20	10/14/20		Ginnie Rudnick	Cathy Dotterer	
397	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2020 Enrollment: Non-trad age; Non-trad age in developmental English and ENGL 101	Unscheduled Task		1.25	10/16/20	10/16/20		Ginnie Rudnick	Terry Kupp	
398	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID Summary Report: Revised Draft	Unscheduled Task	!	24.50	10/19/20	10/19/20		Ginnie Rudnick	Keiko/Elizabeth	
399	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Policy: Create Draft of Revised Policy	Internal	—	40.00			12/18/20	Ginnie Rudnick	IR	
400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application Repository: Review Tracking Sheet	Internal	—	3.00			12/18/20	Ginnie Rudnick	Keiko	
401	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Application Repository: Test Tracking Sheet	Internal	—	3.00			12/18/20	Ginnie Rudnick	Keiko	
402	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										4
403	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for COVID Outcomes Report	Unscheduled Task		0.25	10/16/20	10/16/20		Ginnie Rudnick		



NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
404	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50		10/13/20		Ginnie Rudnick	IR		
405	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		0.50	10/16/20	10/16/20		Ginnie Rudnick			
406	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	0.75	10/16/20	10/16/20	Ginnie Rudnick	IR		
407															
408	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
409	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Columbus Day Holiday	Time Off/Holiday		15.00	15.00	10/12/20	10/12/20	Ginnie/Sandy			
410	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (10/13-16)	Time Off/Holiday		30.00	30.00	10/16/20	10/16/20	Sandy Miller			
411	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		1.00		10/13/20		Ginnie Rudnick	IR		
412	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIGAS IR FAUC Conference Call	Meeting/Training		1.00		10/14/20		Ginnie Rudnick	SIGAS	rescheduled	
413	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Outcomes Report	Unscheduled		0.75	10/16/20	10/16/20		Ginnie Rudnick	Keiko/Elizabeth		
414	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is Virtual Learning Creating Equity Gaps in Student Engagement	Unscheduled Meeting/Training		1.00	10/14/20	10/14/20		Ginnie Rudnick	Invoke		
415	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-traditional Age Request	Unscheduled		0.50	10/13/20	10/13/20		Ginnie Rudnick	Terry Kupp		
416	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSTF Grant: Webinar: Mapping & Aligning Student Success	Meeting/Training		1.50		10/14/20		Ginnie Rudnick	SSTF	schedule conflict	
417															
418	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 10/19/20 - 10/23/20</b>			<b>78.75</b>	<b>81.00</b>						
419	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment: Fall 2020	External	!	0.50	4.00	10/23/20		10/25/20	Sandy Miller	NCH	Update spreadsheet with old codes and resend
420	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment: Fall 2020: Review CIP Code Issues	Unscheduled Task	!		0.50	10/23/20	10/23/20		Sandy Miller	NCH	
421	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Second Run	Rescheduled	!		1.00	10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY	
422	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Review Submission	Rescheduled	!		5.00	10/27/20	10/25/20	11/01/20	Ginnie Rudnick	SUNY	
423	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Third Run	SUNY	!	1.00		10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY	
424	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Review Submission	SUNY	!	0.25		10/27/20	10/25/20	11/01/20	Ginnie Rudnick	SUNY	
425	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Degree: Summer 2020: First Run	SUNY	!	1.00	1.00	10/22/20	11/17/20	12/01/20	Sandy Miller	SUNY	
426	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Degree: Summer 2020: Review	Unscheduled Task	!		0.25	10/22/20	11/17/20	12/01/20	Ginnie Rudnick	SUNY	
427	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Degree: Summer 2020: Finalize & Lock	Unscheduled Task	!		0.25	10/22/20	11/17/20	12/01/20	Sandy Miller	SUNY	
428	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I-17 Submission (USBCIS)	Unscheduled Task	!		1.25	10/19/20	10/26/20		Ginnie Rudnick	Bruce Blodgett	
429	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Military Friendly Survey: Compile Data	External	!	10.00	0.50	10/19/20	11/20/20	12/04/20	Sandy Miller	Victory Media/Emily Cameron	
430	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Military Friendly Survey: Review	External	!	1.00	1.25	10/19/20	11/20/20	12/04/20	Ginnie Rudnick	Victory Media/Emily Cameron	
431	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Military Friendly Survey: Finalize & Forward to Emily	External	!	1.00	0.50	10/19/20	11/20/20	12/04/20	Sandy Miller	Victory Media/Emily Cameron	
432	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Research Availability of Template	External	—	0.50	0.25	12/08/20	11/13/20		Ginnie Rudnick	IR	
433															
434	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.75	10/21/20	10/21/20		Ginnie Rudnick	Cathy Dotterer	
435	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID Summary Report: Revised Draft	Unscheduled Task	!		0.75	10/19/20	10/19/20		Ginnie Rudnick	Keiko/Elizabeth	
436	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID Summary Report: Proofread	Unscheduled Task	!		1.00	10/19/20	10/19/20		Sandy Miller	Keiko/Elizabeth	
437	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID Summary Report: Finalize	Unscheduled Task	!		0.75	10/19/20	10/19/20		Ginnie Rudnick	Keiko/Elizabeth	
438	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 1 Argos Report: Review & Test	Internal	!	3.00	5.00	10/20/20	11/13/20		Sandy Miller		
439	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 1 Argos Report: Coordinate Revisions with IT	Internal	!	1.00	1.00	10/20/20	11/13/20		Sandy Miller		
440	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Organize Request	Internal	—	2.00		12/18/20		Ginnie Rudnick	Sarah Yaw		
441	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Internal	—	3.00		12/18/20		Sandy Miller	Sarah Yaw		
442	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Internal	—	10.00		12/18/20		Ginnie Rudnick	Sarah Yaw		
443	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Tracking Sheet: Create	Unscheduled Task			0.50	10/19/20	10/19/20		Sandy Miller	IR	
444	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Identify Users of ASC, DevStudies, Student (Faculty), Student (Student)	Unscheduled Task	—	3.50		10/21/20	12/18/20		Sandy Miller	IR	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
445	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Partnership: Launch Inventory Document	Rescheduled	---	0.50	12/04/20	12/18/20		Sandy Miller	IR	launched 10/21
446	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Athletics: Launch Inventory Document	Rescheduled	---	0.50	12/04/20	12/18/20		Sandy Miller	IR	launched 10/22
447	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Foundation: Launch Inventory Document	Rescheduled	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	launched 10/22
448	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Human Resources: Launch Inventory Document	Rescheduled	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	launched 10/21
449	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Faculty): Prepare Inventory Document	Rescheduled	---	1.00	10/22/20	03/26/21		Sandy Miller	IR	
450	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Faculty): Launch Inventory Document	Rescheduled	---	0.50	10/22/20	03/26/21		Sandy Miller	IR	launched 10/22
451	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Student (Student): Prepare Inventory Document	Rescheduled	---	1.00	01/05/21	03/26/21		Sandy Miller	IR	
452	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Student (Student): Launch Inventory Document	Rescheduled	---	0.50	01/05/21	03/26/21		Sandy Miller	IR	launched 10/22
453	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student Engagement: Prepare Inventory Document	Rescheduled	---	1.50	12/09/21	03/26/21		Sandy Miller	IR	
454	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student Engagement: Launch Inventory Document	Rescheduled	---	0.50	12/09/20	03/26/21		Sandy Miller	IR	launched 10/22
455	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Institutional Research: Prepare Inventory Document	Rescheduled	---	1.00		03/26/21		Sandy Miller	IR	
456	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Institutional Research: Launch Inventory Document	Rescheduled	---	0.50		03/26/21		Sandy Miller	IR	launched 10/21
457	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: ASC: Launch Inventory Document	Rescheduled	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	launched 10/21
458	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Developmental Studies: Launch Inventory Document	Rescheduled	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	launched 10/22
459														
460	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Partnership: Follow Up	Internal	---	0.50	12/04/20	12/18/20		Sandy Miller	IR	
461	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Advisement): Follow Up	Internal	---	0.50	12/14/20	12/18/20		Sandy Miller	IR	
462	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: ASC: Follow Up	Internal	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	
463	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Athletics: Follow Up	Internal	---	0.50	12/04/20	12/18/20		Sandy Miller	IR	
464	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Developmental Studies: Follow Up	Internal	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	
465	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Financial Aid: Follow Up	Internal	---	0.50	12/04/20	12/18/20		Sandy Miller	IR	
466	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Foundation: Follow Up	Internal	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	
467	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Human Resources: Follow Up	Internal	---	0.50	01/05/21	12/18/20		Sandy Miller	IR	
468														
469	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Load Content	Internal	---	5.00		12/18/20		Sandy Miller	IR	technology issues at college level
470	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Request Access to New Site structure	Unscheduled Task	---	0.50	10/21/20	10/21/20		Sandy Miller	IR	Requested Access
471	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Placement Data Project	Unscheduled Task		1.00	10/21/20	10/21/20		Sandy Miller	Keiko/Greg	
472	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Troubleshoot AppWorx	Unscheduled Task		0.50	10/22/20	10/22/20		Sandy Miller	Stan	
473														
474	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID-19 Testing	Unscheduled Task		0.50	10/20/20	10/20/20		Sandy Miller		
475	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDFSam Software: Reinstall	Unscheduled Task		0.25	10/19/20	10/19/20		Ginnie Rudnick	Stan	
476	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Register for SICAS Webinar	Unscheduled Task		0.25	10/21/20	10/21/20		Ginnie Rudnick		
477	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for IR Project Status Meeting	Internal	---	0.50	0.50	10/21/20	10/21/20	Ginnie Rudnick	IR	
478	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	---	0.50		10/20/20		Ginnie Rudnick	IR	
479	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		0.50	10/23/20	10/23/20		Ginnie Rudnick		
480	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	1.50	10/23/20	10/23/20	Ginnie/Sandy	IR	
481														
482	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
483	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sick--Ginnie (10/20)	Time Off/Holiday		7.50	7.50	10/20/20	10/20/20	Ginnie Rudnick		
484	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (10/22-10/23)	Time Off/Holiday		15.00	11.50	10/23/20	10/23/20	Ginnie Rudnick		cancelled 1/2 day due to Assessment Day

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
485	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assessment Day	Unscheduled		8.00	8.00	10/23/20	10/23/20		Ginnie/Sandy		
486	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00	1.00	10/20/20	10/20/20		Sandy Miller	IR	
487	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SICAS IR FAUG Conference Call	Unscheduled			2.00	10/21/20	10/21/20		Ginnie Rudnick	SICAS	
488	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IR Updates	Unscheduled			1.00	10/19/20	10/19/20		Ginnie/Sandy		
489	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Review Status of IR Projects	Meeting/Training		1.00	2.00	10/21/20	10/21/20		Ginnie/Sandy	IR	
490	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	K12/PTECH meeting	Unscheduled			1.00	10/20/20	10/20/20		Sandy Miller	G Dixe	
491	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English Placement Data	Unscheduled			2.00	10/21/20	10/21/20		Ginnie/Sandy	Keiko/Greg	
492	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clearinghouse Issues	Unscheduled			1.00	10/22/20	10/22/20		Sandy Miller	Registrar/IT	
493														
494	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 10/26/20 - 10/30/20</b>			<b>56.75</b>	<b>80.25</b>						
495	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR Accomplishments for Board Report	Internal	!	4.00			10/30/20	11/02/20	Ginnie Rudnick	Keiko	
496	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Early Student Fall 2020: Third Run	SUNY	!	1.00	1.50	10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY	
497	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Early Student Fall 2020: Fourth Run	SUNY	!	0.25		10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY	
498	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Early Student Fall 2020: Final Review Submission	SUNY	!	0.25	6.50	10/27/20	10/25/20	11/01/20	Ginnie Rudnick	SUNY	included validating online status/reviewing crosswalks
499	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Early Student Fall 2020: Finalize & Lock	SUNY	!	0.25	2.00	10/27/20	10/25/20	11/01/20	Sandy Miller	SUNY	Needed to verify online students
500	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Student Information Survey: Fall 2020 Finalize & Lock	SUNY	!	1.00	0.75	10/27/20	10/30/20	11/01/20	Ginnie Rudnick	SUNY	
501	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Degree: Summer 2020: Second Run	SUNY	!	0.50		10/22/20	11/17/20	12/01/20	Sandy Miller	SUNY	completed previous week
502	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Degree: Summer 2020: Review	SUNY	!	0.50		10/22/20	11/17/20	12/01/20	Ginnie Rudnick	SUNY	completed previous week
503	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Degree: Summer 2020: Finalize & Lock	SUNY	!	0.50		10/22/20	11/17/20	12/01/20	Sandy Miller	SUNY	completed previous week
504	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Financial Aid: 2019-20: Assist with Resolving Errors/Issues	Rescheduled	!		0.50	11/02/20	09/24/20	11/01/20	Ginnie/Sandy	SUNY	SUNY changed deadline from 10/1 to 11/1
505	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CTEA-1 Reports: Download and Forward to Keiko	Unscheduled Task			0.50	10/27/20	10/27/20		Ginnie Rudnick	Keiko	reports not available on new interface
506	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Common Data Set: Research Availability of Template	External	—	0.50	0.50	12/08/20	11/13/20		Ginnie Rudnick	CDS	
507	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Common Data Set: Compile Data	External	—	10.00	11.50	12/08/20	11/13/20		Sandy Miller	CDS	
508	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Follow Up Survey: Create Survey Instrument	Rescheduled	!		0.50	01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
509	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Follow Up Survey: Finalize Survey Instrument	Rescheduled	!		0.25	01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
510	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Follow Up Survey: Compile Distribution List	Grants	!	4.00	2.00	01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
511	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graduate Follow Up Survey: Launch Survey	Grants	!	2.00	1.00	01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
512														
513	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.75	10/28/20	10/28/20		Ginnie Rudnick	Cathy Dotterer	
514	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Developmental Math/English FTE: Fall Trends	Unscheduled Task	!		1.25	10/27/20	10/27/20		Ginnie Rudnick	Keiko Kimura	
515	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 20 Enrolled Students from Oswego county	Unscheduled Task			0.75	10/26/20	10/26/20		Ginnie Rudnick	Keiko Kimura	
516	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical Technology Peer Enrollment	Unscheduled Task			0.50	10/28/20	10/28/20		Ginnie Rudnick	Paul Richardson	
517	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Project	Unscheduled Task			19.50		03/31/21		Sandy Miller		Proactive project
518	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Tracking Sheet: Update	Unscheduled Task	—		1.50	10/30/20	10/30/20		Sandy Miller	IR	
519	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Compile Ideas	Rescheduled	—		0.25	11/13/20	10/02/20		Ginnie Rudnick	Sr Staff	
520	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OIRP Functional Area Review: Action Plan: Prepare Draft	Rescheduled	—		4.25	11/05/20	10/09/20		Ginnie Rudnick	Assessment	
521	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED-1 Argos Report: Review & Test	Internal	!	3.00			11/13/20		Sandy Miller		rescheduled
522	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED-1 Argos Report: Coordinate Revisions with IT	Internal	!	1.00			11/13/20		Sandy Miller		rescheduled
523	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRB Policy: Create Draft of Revised Policy	Internal	—	10.00			12/18/20		Ginnie Rudnick	IR	
524	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Internal	—	10.00			12/18/20		Ginnie Rudnick	Sarah Yaw	
525														
526	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	COVID Update	Unscheduled Task			0.50	10/28/20	10/28/20		Ginnie Rudnick		

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
527	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall vacation schedule review	Unscheduled Task		0.50	10/27/20	10/27/20		Ginnie Rudnick		
528	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Enrollment Submission Issues: Review	Unscheduled Task		0.50	10/29/20	10/29/20		Ginnie Rudnick		
529	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR Fall Work Plan	Unscheduled Task		0.75	10/29/20	11/02/20		Ginnie Rudnick	Keiko Kimura	
530	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Performance evaluation: review/sign/scan	Unscheduled Task		1.00	10/27/20	10/01/20		Ginnie Rudnick	Keiko Kimura	
531	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer/App/Worx Issues/Install camera	Unscheduled Task		1.00	10/28/20	10/28/20		Ginnie Rudnick	IT	
532	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Follow Up on Unpaid Smartsheet Invoice	Unscheduled Task		0.50	10/28/20	10/28/20		Ginnie Rudnick	Marie/Karen	
533	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Testing	Unscheduled Task	!	0.50	10/26/20	10/26/20		Ginnie Rudnick		
534	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Webinar: Using Argos to Build	Unscheduled Task		0.50	10/26/20	10/26/20		Sandy Miller		
535	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep IR Shared Services Meeting	Unscheduled Task		0.75	10/29/20	10/29/20		Ginnie Rudnick		
536	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50	0.50	10/27/20	10/27/20	Ginnie Rudnick	IR	reschedule
537	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		1.25	10/30/20	10/30/20		Ginnie Rudnick		
538	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	2.25	10/30/20	10/30/20	Ginnie/Sandy	IR	
539														
540	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
541	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (10/30)	Time Off/Holiday		7.50	7.50	10/30/20	10/30/20	Ginnie Rudnick		
542	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		10/27/20		Ginnie/Sandy	IR	
543	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Unscheduled		0.50	10/26/20	10/26/20		Ginnie/Sandy		
544	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOMA Talent Show	Unscheduled		1.50	10/28/20	10/28/20		Ginnie/Sandy		
545	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR Shared Services	Unscheduled		1.00	10/29/20	10/29/20		Ginnie/Sandy	Keiko/President	
546	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Survey Monkey Availability	Unscheduled		0.50	10/28/20	10/28/20		Ginnie Rudnick	Terry Kupp	
547	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall Semester Wind Down	Unscheduled		1.00	10/29/20	10/29/20		Ginnie Rudnick	Cathy Dotterer	
548	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall Semester Planning Update	Unscheduled		0.50	10/29/20	10/29/20		Ginnie/Sandy	Cathy Dotterer	
549	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Report Inventory - Share Resources	Unscheduled		1.00	10/29/20	10/29/20		Sandy Miller	Sam Kriever	
550														
551	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 11/2/20 - 11/8/20</b>			<b>63.75</b>	<b>91.75</b>					
552	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: November	Internal	—	2.00	1.00	11/02/20	11/02/20	Sandy Miller	Sr Staff	
553	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Enrollment Submission Issues (CIPC): troubleshoot/contact CH	Unscheduled Task		1.50	11/05/20	11/05/20		Sandy Miller		
554	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Enrollment Submission Issues (CIPC): review	Unscheduled Task		0.75	11/05/20	11/05/20		Ginnie Rudnick		
555	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IPEDS HR Employee Data Pull	External	—	1.00	0.50	11/03/20	11/02/20	Ginnie Rudnick	IPEDS/AAUP	
556	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2R Institutional Activity: Compile Data	External	!	10.00	4.50	11/22/20	12/11/20	Ginnie Rudnick	NYSED	
557	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2R Institutional Activity: SOAYDTI Extracts	Unscheduled Task	!	0.50	11/22/20		12/11/20	Sandy Miller	NYSED	
558	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Financial Aid: 2019-20: Lock	Unscheduled Task	!	0.50	11/02/20	09/24/20	11/01/20	Sandy Miller	SUNY	SUNY changed deadline from 10/1 to 11/1
559	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Degree: Summer 2020: Post	SUNY	!	0.25	0.50	11/06/20	12/06/20	Sandy Miller	SUNY	
560	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Educational Goal Force Survey: Spring 2021: Activate	Unscheduled Task	!	0.50	11/02/20	11/16/20		Sandy Miller	SUNY	
561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Send First Reminder	Grants	!	1.00	1.00	01/13/21	01/15/21	Ginnie Rudnick	NYSED/Perkins	
562	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Compile Data	External	—	10.00		12/08/20	11/13/20	Sandy Miller	GDS	
563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Project	Unscheduled Task		29.50			03/31/21	Sandy Miller		
564	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid Testing	Unscheduled Task		0.50	11/03/20	11/03/20		Sandy Miller		
565														
566	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!	0.75	11/04/20	11/04/20		Ginnie Rudnick	Cathy Dotterer	
567	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FTFT/FTPT ESS Enrollment: Fall 19 & 20	Unscheduled Task		0.50	11/03/20	11/03/20		Ginnie Rudnick	Bruce Blodgett	
568	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Compile Ideas	Rescheduled	—	1.00	11/13/20	10/02/20		Ginnie Rudnick	Sr Staff	

	NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
569	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Prepare Document	Rescheduled	—		5.50	11/13/20	10/02/20		Ginnie Rudnick	Sr Staff	
570	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Functional Area Review: Action Plan: Prepare Draft	Rescheduled	—		5.00	11/05/20	10/09/20		Ginnie Rudnick	Assessment	
571	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Functional Area Review: Action Plan: Review	Rescheduled	—		1.00	11/05/20	10/09/20		Sandy Miller	Assessment	
572	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Functional Area Review: Action Plan: Finalize	Rescheduled	—		1.00	11/05/20	10/09/20		Ginnie Rudnick	Assessment	
573	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Review Project	Rescheduled	—		0.50		12/18/20		Ginnie Rudnick	Sarah Yaw	
574	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NYSED 4 Argos Report: Final Revisions/Testing	Internal	!	4.00		4/13/20			Sandy Miller		rescheduled
575	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Deans: Follow Up	Internal	—	0.50		4/20/20	4/18/20		Sandy Miller	IR	rescheduled
576	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Alumni Association: Follow Up	Internal	—	0.50		4/15/20	4/18/20		Sandy Miller	IR	rescheduled
577	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Finance: Follow Up	Internal	—	0.50		01/08/21	4/18/20		Sandy Miller	IR	rescheduled
578	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Admissions: Follow Up	Internal	—	0.50			4/18/20		Sandy Miller	IR	rescheduled
579	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Distance Education: Follow Up	Internal	—	0.50		4/18/20	4/18/20		Sandy Miller	IR	rescheduled
580	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Nurse: Follow Up	Internal	—	0.50		4/14/20	03/26/21		Sandy Miller	IR	rescheduled
581	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Payroll: Follow Up	Internal	—	0.50		4/14/20	03/26/21		Sandy Miller	IR	rescheduled
582	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Faculty): Follow Up	Internal	—	0.50		4/22/20	03/26/21		Sandy Miller	IR	already completed
583	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Load Content	Internal	—	5.00			4/18/20		Sandy Miller	IR	technology issues at college level
584	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB Policy: Incorporate Feedback/Finalize Draft	Internal	—	10.00			12/18/20		Ginnie Rudnick	IR	
585	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.75	11/04/20	11/04/20		Ginnie Rudnick	Cathy Dotterer	
586	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Follow Up on Course Section Coding for Remote Transition	Unscheduled Task			0.25	11/03/20	11/03/20		Ginnie Rudnick		
587	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEAIR Conference: Review Program	Unscheduled Task			0.75	11/03/20	11/03/20		Ginnie Rudnick		
588	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Discourse Group Video: Review	Unscheduled Task			1.00	11/06/20	11/06/20		Ginnie Rudnick		
589	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Audit Info Needed by Liz Gallo	Unscheduled Task			0.25	11/02/20	11/02/20		Sandy Miller	Liz Gallo	
590	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health Election Form	Unscheduled Task			0.25	11/05/20	11/05/20		Sandy Miller		
591	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearinghouse Printouts for FinAid Auditor	Unscheduled Task			0.50	11/04/20	11/04/20		Sandy Miller	Cathy Patella	
592															
593	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: October 2020	Internal	↓	0.25	0.75	11/06/20	11/06/20		Ginnie Rudnick	HR	
594	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: October 2020	Internal	↓	0.25	0.25	11/06/20	11/06/20		Sandy Miller	HR	
595	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for IR Project Status Meeting	Internal	—	0.50	0.50	11/04/20	11/04/20		Ginnie Rudnick	IR	
596	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for SNAP meeting	Unscheduled Task			0.25	11/04/20	11/04/20		Ginnie Rudnick		
597	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schedule Clearinghouse Errors/Issues Meeting	Unscheduled Task			0.25	11/04/20	11/04/20		Ginnie Rudnick		
598	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond/Organize Projects	Email/Organize Projects			2.75	11/06/20	11/06/20		Ginnie Rudnick		
599	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	1.50	11/06/20	11/06/20		Ginnie/Sandy	IR	
600															
601	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
602	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (11/2-11/3)	Time Off/Holiday		15.00	7.50	11/02/20	11/02/20		Ginnie Rudnick		11/3 vacation day cancelled
603	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (11/6)	Time Off/Holiday			7.50	4/02/20			Ginnie Rudnick		cancelled
604	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Unscheduled			0.50	11/03/20	11/03/20		Ginnie/Sandy		
605	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Unscheduled			2.50	11/03/20	11/03/20		Ginnie/Sandy	IR	
606	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Meeting/Training		1.00	1.50	11/04/20	11/04/20		Ginnie/Sandy	IR	
607	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty Meeting	Meeting/Training		1.50	1.25	11/06/20	11/06/20		Ginnie Rudnick		
608	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review and Outline SNAP Process	Unscheduled			0.50	11/05/20	11/05/20		Ginnie Rudnick	Shannon/Jeff	
609	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR Shared Services: brainstorm ideas	Unscheduled			1.00	11/05/20	11/05/20		Ginnie/Sandy		
610	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Set up APG Vote	Unscheduled Task			0.50	11/04/20	11/04/20		Ginnie Rudnick	Brandon/Shannon	

	NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
611	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clearinghouse Errors/Issues	Unscheduled			2.50	11/05/20	11/05/20		Ginnie/Sandy	IR	
612															
613	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 11/9/20 - 11/13/19</b>			<b>65.75</b>	<b>90.75</b>						
614	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2R Institutional Activity: Compile Data	External	!	10.00	4.50	11/22/20		12/11/20	Ginnie Rudnick	NYSED	
615	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment: Fall 2020	External	!	0.50	2.00	11/11/20		11/15/20	Sandy Miller	NCH	
616	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Early Student Fall 2020: Post	SUNY	!	0.25	0.25	11/12/20	11/13/20		Sandy Miller	SUNY	
617	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Mode of Instruction Survey	Unscheduled Task	!		2.00	11/18/20		11/20/20	Ginnie Rudnick	SUNY	
618	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Compile Data	External	!	5.00		12/08/20	11/13/20		Sandy Miller	GBS	
619	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Review	External	!	1.00		12/08/20	11/13/20		Ginnie Rudnick	GBS	
620	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Finalize & Archive	External	!	1.00		12/08/20	11/13/20		Sandy Miller	GBS	
621	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Send Second Reminder	Grants	!	1.00		01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	rescheduled for following week
622															
623	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	K-12 FTE: Fall 20/Fall 19: for budget projections	Unscheduled Task			6.00	11/12/20	11/12/20		Ginnie Rudnick	Sarah/Marie	
624	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.50	11/11/20	11/11/20		Ginnie Rudnick	Cathy Dotterer	
625	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Follow Up on Course Section Coding for Remote Transition	Unscheduled Task			1.00	11/12/20	11/12/20		Ginnie Rudnick		
626	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Prepare Document	Rescheduled	—		22.75	11/13/20	10/02/20		Ginnie Rudnick	Sr Staff	
627	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Review/Proofread	Rescheduled	—		4.00	11/13/20	10/02/20		Sandy Miller	Sr Staff	
628	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fact Book 2018-19: Highlights Summary: Incorporate Feedback/Finalize	Rescheduled	—		2.00	11/13/20	10/02/20		Ginnie Rudnick	Sr Staff	
629	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Student (Student): Follow Up	Internal	—	0.50		01/05/21	03/26/21		Sandy Miller	IR	rescheduled
630	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student Engagement: Follow Up	Internal	—	0.50		12/09/20	03/26/21		Sandy Miller	IR	rescheduled
631	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Institutional Research: Follow Up	Internal	—	0.50			03/26/21		Sandy Miller	IR	rescheduled
632	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Internal	—	15.00			12/18/20		Ginnie Rudnick	Sarah Yaw	
633	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Data Tables/Highlights	Internal	—	8.00			12/18/20		Ginnie Rudnick	Sarah Yaw	
634	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Review/Proofread	Internal	—	5.00			12/18/20		Sandy Miller	Sarah Yaw	
635	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Finalize	Internal	—	2.00			12/18/20		Ginnie Rudnick	Sarah Yaw	
636	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Math Placement Project	Unscheduled Task			24.50			03/31/21	Sandy Miller		
637															
638	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEAIR: Pick Sessions	Unscheduled Task			1.00	11/12/20	11/13/16		Ginnie Rudnick		
639	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Survey Reports: Review for Div Chair Meeting	Unscheduled Task			0.25	11/11/20	11/11/20		Ginnie Rudnick		
640	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Test	Unscheduled Task			0.25	11/11/20	11/11/20		Ginnie Rudnick		
641	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid Test	Unscheduled Task			0.25	11/12/20	11/12/20		Sandy Miller		
642	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects			3.50	11/13/20	11/13/20		Ginnie Rudnick		
643	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50	0.25	11/09/20	11/10/20		Ginnie Rudnick	IR	
644	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	2.00	11/13/20	11/13/20		Ginnie/Sandy	IR	
645															
646	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
647	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (11/13)	Time Off/Holiday		7.50	7.50	11/10/20	11/10/20		Sandy Miller		
648	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00	2.00	11/10/20	11/10/20		Ginnie/Sandy	IR	
649	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIGAS IR FAUG Conference Call	Meeting/Training		2.00			11/11/20		Ginnie/Sandy	SIGAS	cancelled
650	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APG Vote Reminder	Unscheduled		0.25	11/11/20	11/11/20			Ginnie Rudnick	Brandon/Shannon	
651	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APG Vote: Tally	Unscheduled		0.50	11/12/20	11/12/20			Ginnie/Sandy	APG	
652	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confidentiality of Student Record	Unscheduled		0.50	11/12/20	11/12/20			Ginnie Rudnick	Shannon Patrie	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes	
653	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSTF Grant- Webinar- Topic & Subject Matter Expert	Meeting/Training		4.50			11/11/20		Ginnie Rudnick	SSTF		
654	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GPAYSQL Training	Unscheduled			2.00	11/12/20	11/12/20		Ginnie Rudnick	SICAS		
655	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		1.00	1.00	11/13/20	11/13/20		Ginnie Rudnick	APG		
656															
657	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 11/16/20 - 11/20/20</b>			<b>66.00</b>	<b>93.75</b>							
658	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2R Institutional Activity: Compile Data	External	!	5.00	18.00	11/22/20		12/11/20	Ginnie Rudnick	NYSED		
659	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 2R Institutional Activity: Finalize & Lock	External	!	1.00	1.50	11/22/20		12/11/20	Ginnie Rudnick	NYSED		
660	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Educational Goal Force Survey- Spring 2021- Activate	SUNY	!	0.50		11/02/20	11/16/20		Sandy Miller	SUNY		
661	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Viewbook Data: Check with Admissions on Status	SUNY	—	0.50		12/02/20		12/11/20	Ginnie Rudnick	SUNY		
662	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Mode of Instruction Survey	Unscheduled Task	!		4.00	11/18/20		11/20/20	Ginnie Rudnick	SUNY		
663	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey- Check on Status	External	!	4.00				12/18/20	Ginnie Rudnick	College Board	release of form postponed to Spring 2021	
664	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey- Compile Data	External	!	10.00				12/18/20	Sandy Miller	College Board	release of form postponed to Spring 2021	
665	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Send Second Reminder	Rescheduled	!		1.00	01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
666	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Compile List for Calls	Grants	!	3.00		01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
667	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls	Grants	!	10.00		01/13/21	01/15/21		Sandy Miller	NYSED/Perkins	
668															
669	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		1.00	11/18/20	11/18/20		Ginnie Rudnick	Cathy Dotterer	
670	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer status of Heather's advisees	Unscheduled Task			1.00	11/19/20	11/19/20		Ginnie Rudnick	Heather Crofoot	
671	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2020 ESS FTE: Peer Comparison	Unscheduled Task			0.50	11/20/20	11/20/20		Ginnie Rudnick	Jeff Rosenthal	
672	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2020 Headcount	Unscheduled Task			0.25	11/16/20	11/16/20		Ginnie Rudnick	Terry Kupp	
673															
674	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Partnership: Follow Up	Internal	—	0.50		12/04/20	12/18/20		Sandy Miller	IR	rescheduled
675	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Advisement): Follow Up	Internal	—	0.50		12/14/20	12/18/20		Sandy Miller	IR	rescheduled
676	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: ASC: Follow Up	Internal	—	0.50		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
677	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Athletics: Follow Up	Internal	—	0.50		12/04/20	12/18/20		Sandy Miller	IR	rescheduled
678	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Developmental Studies: Follow Up	Internal	—	0.50		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
679	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Financial Aid: Follow Up	Internal	—	0.50		12/04/20	12/18/20		Sandy Miller	IR	rescheduled
680	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Foundation: Follow Up	Internal	—	0.50		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
681	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Human Resources: Follow Up	Internal	—	0.50		01/05/21	12/18/20		Sandy Miller	IR	rescheduled
682	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Organize Project	Internal	—	4.00		01/06/21	12/18/20		Ginnie Rudnick	Keiko/Cathy	
683	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Compile Data	Internal	—	5.00		01/06/21	12/18/20		Sandy Miller	Keiko/Cathy	
684	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Coding for IPEDS/AAUP: Coordinate Current Status with HR	External	!	2.00			12/18/20		Ginnie Rudnick	IPEDS/AAUP	
685															
686	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NEAIR: Review Materials/Select Sessions	Internal	↓	2.00			11/17/20		Ginnie Rudnick	NEAIR	
687	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Order office supplies	Unscheduled Task		0.50	11/19/20	11/19/20		Ginnie Rudnick			
688	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organize IR Files	Unscheduled Task		4.50	11/19/20	11/19/20		Ginnie Rudnick			
689	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HR Open Enrollment Forms	Unscheduled Task		0.75	11/18/20	11/20/20		Ginnie Rudnick	HR		
690	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Test	Unscheduled Task		0.25	11/18/20	11/18/20		Ginnie Rudnick			
691	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		1.50	11/20/20	11/20/20		Ginnie Rudnick			
692	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	1.00	11/20/20	11/20/20		Ginnie Rudnick	IR	
693															
694	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
695	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (11/19)	Time Off/Holiday		4.00			11/19/20		Ginnie Rudnick		cancelled
696	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (11/16-19)	Time Off/Holiday			37.50	11/20/20	11/20/20		Sandy Miller		
697	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEAIR Virtual Conference (11/16-11/17)	Meeting/Training		15.00	15.00	11/17/20	11/17/20		Ginnie Rudnick	NEAIR	
698	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Chair Meeting	Unscheduled			0.75	11/17/20	11/17/20		Ginnie Rudnick	Ron/Keiko	
699	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Campus Climate Summit	Unscheduled			2.50	11/18/20	11/18/20		Ginnie Rudnick	SUNY	
700	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSTF Grant: Webinar: Placement	Unscheduled			1.50	11/19/20	11/19/20		Ginnie Rudnick	SSTF	
701	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSTF Grant: Webinar: Placement: Follow Up	Unscheduled			0.75	11/19/20	11/19/20		Ginnie Rudnick	Terry Kupp	
702	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Meeting/Training		4.00			11/18/20		Ginnie/Sandy	IR	
703														
704	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 11/23/20 - 11/27/20</b>			<b>76.50</b>	<b>76.50</b>						
705	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IR Accomplishments for Board Report	Internal	!	4.00			11/27/20	12/11/20	Ginnie Rudnick	Keiko	
706	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 4.1 Student Financial Aid: Compile Data	External	!	5.00	1.00	12/11/20		12/11/20	Ginnie Rudnick	NYSED	
707	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Coding for IPEDS/AAUP: Coordinate Current Status with HR	External	!	2.50	0.50		12/18/20		Ginnie Rudnick	IPEDS/AAUP	waiting for response from HR
708														
709	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compile list correctional facility sections	Unscheduled Task			1.25	11/23/20	11/23/20		Ginnie Rudnick		
710	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Research correctional facility sections	Unscheduled Task			0.50	11/23/20	11/23/20		Ginnie Rudnick		
711	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for COVID Tracking meeting	Unscheduled Task			0.25	11/23/20	11/23/20		Ginnie Rudnick		
712	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects			0.25	11/23/20	11/23/20		Ginnie Rudnick		
713	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organize files	Internal			1.00	11/23/20	11/23/20		Ginnie Rudnick		
714	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	0.50	3.25	11/27/20	11/27/20		Ginnie Rudnick	IR	
715														
716	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
717	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thanksgiving Holiday	Time Off/Holiday		38.00	38.00	11/27/20	11/27/20		Ginnie/Sandy		
718	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Sandy (11/23-11/25)	Time Off/Holiday		18.50	18.50	11/25/20	11/25/20		Sandy Miller		
719	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (11/24-11/25)	Time Off/Holiday		11.00	11.00	11/25/20	11/25/20		Ginnie Rudnick		
720	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Tracking for Spring	Unscheduled			0.50	11/23/20	11/23/20		Ginnie Rudnick	Keiko	
721	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY correctional facility meeting	Unscheduled			0.50	11/23/20	11/23/20		Ginnie Rudnick	SUNY/Emily	
722														
723	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 11/30/20 - 12/4/20</b>			<b>71.50</b>	<b>73.00</b>						
724	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: December: (Fall Focus)	Internal	—	2.50	4.00	12/02/20	12/02/20		Sandy Miller	Sr Staff	couldn't switch focus due to student type issue
725	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enrollment Report: December: Review	Internal	—	0.50	0.50	12/02/20	12/02/20		Ginnie Rudnick	Sr Staff	
726	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Coding for IPEDS/AAUP: Coordinate Current Status with HR	Rescheduled	!		0.25		12/18/20		Ginnie Rudnick	IPEDS/AAUP	waiting for response to HR
727	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Compile Data	Rescheduled	!		4.00	12/08/20	11/13/20		Sandy Miller	CDS	faculty section to Ginnie
728	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 4.1 Student Financial Aid: Compile Data	External	!	10.00	9.25	12/11/20		12/11/20	Ginnie Rudnick	NYSED	
729	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Fall 2020: First Run	SUNY	!	1.00	0.25	12/02/20	01/15/21		Sandy Miller	SUNY	
730	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Fall 2020: Finalize & Lock	Unscheduled Task	!		0.25	12/02/20	01/15/21		Sandy Miller	SUNY	
731	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Administrative Salary: 2020-21: Compile Data	SUNY	!	3.00	1.75	12/09/20		12/11/20	Ginnie Rudnick	SUNY	
732	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Viewbook: Compile Data	SUNY	!	3.00	2.00	12/02/20		12/11/20	Sandy Miller	SUNY	
733	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Viewbook: Review	SUNY	!	3.00	0.25	12/02/20		12/11/20	Ginnie Rudnick	SUNY	
734	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Viewbook: Finalize & Forward to Admissions	SUNY	!	3.00	0.50	12/02/20		12/11/20	Sandy Miller	SUNY	
735	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Compile List for Calls	Rescheduled	!		0.75	01/13/21	01/15/21		Ginnie Rudnick	NYSED/Perkins	
736	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls	Rescheduled	!		3.50	01/13/21	01/15/21		Sandy Miller	NYSED/Perkins	



NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
737	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Update Status/Compile Round 2 Call List	Grants	!	5.00		01/13/21	01/15/21	Ginnie Rudnick	NYSED/Perkins	
738	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls Round 2	Grants	!	10.00		01/13/21	01/15/21	Sandy Miller	NYSED/Perkins	
739	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Review	External	—	2.00			12/18/20	Ginnie Rudnick	College Board	release of form postponed to Spring 2021
740	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual College Board Survey: Finalize & Lock	External	—	1.00			12/18/20	Ginnie Rudnick	College Board	release of form postponed to Spring 2021
741														
742	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!	0.75	12/02/20	12/02/20		Ginnie Rudnick	Cathy Dotterer	
743	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Smartsheet for the week	Unscheduled Task		1.00	11/30/20	11/30/20		Sandy Miller		
744	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Covid-19 Report Info	Unscheduled Task		1.00	11/30/20	11/30/20		Sandy Miller	Shannon/Cathy	
745	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Compile Data	Internal	—	3.00		01/06/21	12/18/20	Ginnie Rudnick	Keiko/Cathy	
746	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Load Content	Internal	—	10.00			12/18/20	Sandy Miller	IR	technology issues at college level
747	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Get Setup with FileZilla & Dreamweaver	Unscheduled Task	—	8.50	12/04/20	12/04/20		Sandy Miller	IR	
748														
749	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Deans: Follow Up	Rescheduled	—	0.25	12/04/20	12/18/20		Sandy Miller	IR	
750	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Alumni Association: Follow Up	Rescheduled	—	0.50	12/15/20	12/18/20		Sandy Miller	IR	
751	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Finance: Follow Up	Rescheduled	—	0.50	01/08/21	12/18/20		Sandy Miller	IR	
752	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Admissions: Follow Up	Rescheduled	—	0.25		12/18/20		Sandy Miller	IR	
753	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Distance Education: Follow Up	Rescheduled	—	0.50	12/18/20	12/18/20		Sandy Miller	IR	
754	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Academic Partnership: Follow Up	Rescheduled	—	0.25	12/04/20	12/18/20		Sandy Miller	IR	
755	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Advisement): Follow Up	Rescheduled	—	0.25	12/14/20	12/18/20		Sandy Miller	IR	
756	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: ASC: Follow Up	Rescheduled	—	0.25	01/05/21	12/18/20		Sandy Miller	IR	
757	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Athletics: Follow Up	Rescheduled	—	0.25	12/04/20	12/18/20		Sandy Miller	IR	
758	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Developmental Studies: Follow Up	Rescheduled	—	0.25	01/05/21	12/18/20		Sandy Miller	IR	
759	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Financial Aid: Follow Up	Rescheduled	—	0.50	12/04/20	12/18/20		Sandy Miller	IR	
760	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Foundation: Follow Up	Rescheduled	—	0.50	01/05/21	12/18/20		Sandy Miller	IR	
761	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Human Resources: Follow Up	Rescheduled	—	0.25	01/05/21	12/18/20		Sandy Miller	IR	
762	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Nurse: Follow Up	Rescheduled	—	0.50	12/14/20	03/26/21		Sandy Miller	IR	
763	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Payroll: Follow Up	Rescheduled	—	0.50	12/14/20	03/26/21		Sandy Miller	IR	
764	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Student (Student): Follow Up	Rescheduled	—	0.25	01/05/21	03/26/21		Sandy Miller	IR	
765	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student Engagement: Follow Up	Rescheduled	—	0.25	12/09/20	03/26/21		Sandy Miller	IR	
766	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Institutional Research: Follow Up	Rescheduled	—	0.25		03/26/21		Sandy Miller	IR	
767	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID testing/test	Unscheduled Task		1.00	12/01/20	12/01/20		Sandy Miller		
768	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internet Issues	Unscheduled Task		2.00	12/04/20	12/04/20		Sandy Miller		
769	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chancellor Survey: Download Cayuga Results	Unscheduled Task		0.50	12/02/20	12/02/20		Ginnie Rudnick		
770	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send Invite for COVID Survey Meeting	Unscheduled Task		0.50	12/04/20	12/04/20		Ginnie Rudnick	Keiko	
771														
772	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: November 2020	Internal	↓	0.25		12/07/20	12/04/20	Ginnie Rudnick	HR	
773	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: November 2020	Internal	↓	0.25		12/07/20	12/04/20	Sandy Miller	HR	
774	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		1.00	12/04/20	12/04/20		Ginnie Rudnick		
775	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organize files	Internal		0.75	12/03/20	12/03/20		Ginnie Rudnick		
776	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Survey Prep Meeting	Unscheduled Task		0.50	12/03/20	12/03/20		Ginnie Rudnick		
777	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for IR Project Status Meeting	Internal	—	0.50	12/02/20	12/02/20		Ginnie Rudnick	IR	
778	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50		12/04/20		Ginnie Rudnick	IR	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
779	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	1.00	12/04/20	12/04/20		Ginnie/Sandy	IR	
780														
781	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
782	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (11/30)	Time Off/Holiday		7.50	7.50	11/30/20	11/30/20		Ginnie Rudnick		
783	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (12/1)	Time Off/Holiday			7.50	12/01/20	12/01/20		Ginnie Rudnick		
784	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		12/04/20			Ginnie/Sandy	IR	
785	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Meeting/Training		1.00	1.00	12/02/20	12/02/20		Ginnie/Sandy	IR	
786	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Faculty Meeting	Meeting/Training		1.50		12/04/20			Ginnie Rudnick		
787	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SSTF Placement Summit	Unscheduled			2.50	12/04/20	12/04/20		Ginnie Rudnick		
788	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Survey presentation prep	Unscheduled			0.50	12/03/20	12/03/20		Ginnie Rudnick	Keiko/Elizabeth	
789	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Discuss Data for COVID Testing	Unscheduled			1.00	11/30/20	11/30/20		Sandy Miller	Shannon	
790	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Discuss COVID Report with IT	Unscheduled			0.50	12/01/20	12/01/20		Sandy Miller	Shannon	
791														
792	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 12/7/20 - 12/11/20</b>			<b>67.50</b>	<b>87.00</b>						
793	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH Subsequent of Term Enrollment: Fall 2020	External	!	0.50	1.00	12/08/20		12/11/20	Sandy Miller	NCH	
794	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NCH - Troubleshoot Status Date Issue	Unscheduled Task			8.00	12/10/20	12/10/20		Sandy Miller	NCH	
795	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 4.1 Student Financial Aid: Compile Data	External	!	10.00	19.00	12/11/20		12/11/20	Ginnie Rudnick	NYSED	
796	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NYSED 4.1 Student Financial Aid: Finalize & Lock	External	!	1.00	1.75	12/11/20		12/11/20	Ginnie Rudnick	NYSED	
797	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Fall 2020: Second Run	SUNY	!	0.50		12/02/20	04/15/21		Sandy Miller	SUNY	
798	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Administrative Salary: 2020-21: Compile Data	SUNY	!	3.00	1.50	02/09/20		12/11/20	Ginnie Rudnick	SUNY	
799	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Administrative Salary: 2020-21: Finalize & Submit	SUNY	!	1.00	0.50	02/09/20		12/11/20	Ginnie Rudnick	SUNY	
800	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Review	Rescheduled	!		2.25	12/08/20	11/13/20		Ginnie Rudnick	CDS	
801	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Common Data Set: Finalize & Archive	Rescheduled	!		1.00	12/08/20	11/13/20		Sandy Miller	CDS	
802	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls	Rescheduled	!		0.25	01/13/21	01/15/21		Sandy Miller	NYSED/Perkins	
803	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Update Status/Compile Round 3 Call List	Grants	!	5.00		04/04/21	04/15/21		Ginnie Rudnick	NYSED/Perkins	
804	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls Round 3	Grants	!	6.00		04/13/21	04/15/21		Sandy Miller	NYSED/Perkins	
805														
806	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fulton/Auburn Enrollment Tracking	Unscheduled Task	!		0.50	12/09/20	12/09/20		Ginnie Rudnick	Cathy Dotterer	
807	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2020 Applicants: Fall Enrollment Status	Unscheduled Task			4.00	12/09/20	12/09/20		Ginnie Rudnick	Bruce Blodgett	
808	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID-19 Survey Results meeting: Create PowerPoint	Unscheduled Task			3.00	12/08/20	12/08/20		Ginnie Rudnick	Keiko/Elizabeth	
809	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID-19 Survey Results meeting: Review PowerPoint	Unscheduled Task			0.50	12/08/20	12/08/20		Sandy Miller	Keiko/Elizabeth	
810	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID-19 Survey Results meeting: Revise/Finalize PowerPoint	Unscheduled Task			0.75	12/08/20	12/08/20		Ginnie Rudnick	Keiko/Elizabeth	
811	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID-19 Survey Results meeting: Prep for Meeting	Unscheduled Task			1.00	12/10/20	12/10/20		Ginnie Rudnick	Keiko/Elizabeth	
812	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID-19 Survey Results meeting: Reschedule Meeting	Unscheduled Task			0.50	12/10/20	12/10/20		Ginnie Rudnick	Keiko/Elizabeth	
813														
814	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mode of Instruction: Follow Up on Changes since 11/15	Unscheduled Task			0.50	12/09/20	12/09/20		Ginnie Rudnick		
815	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2021 Project Calendar: Create Draft	Internal	↓	10.00	2.50	01/08/21	12/22/20		Ginnie Rudnick	Keiko Kimura	
816	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	—	10.00	10.00		03/10/21		Sandy Miller	President	
817	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Revise Tables/Graphs	Internal	—	10.00	7.50		03/10/21		Sandy Miller	President	
818	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Compile Data	Internal	—	3.00		04/06/21	12/18/20		Ginnie Rudnick	Keiko/Cathy	
819	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OIRP Web Presence: Finalize Structure	Unscheduled Task			2.50		12/18/20		Sandy Miller		technology issues at college level

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
820	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review COVID-19 Powerpoint	Unscheduled Task		0.50	12/08/20	12/08/20		Sandy Miller	Ginnie	
821														
822	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Test	Unscheduled Task		0.25	12/07/20	12/07/20		Ginnie Rudnick		
823	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: November 2020	Rescheduled		0.50	12/07/20	12/04/20		Ginnie Rudnick	HR	
824	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timesheet: November 2020	Rescheduled		0.25	12/07/20	12/04/20		Sandy Miller	HR	
825	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal		0.50	0.25	12/07/20	12/08/20	Ginnie Rudnick	IR	
826	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		2.00		12/11/20	12/11/20	Ginnie Rudnick		
827	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal		1.00	2.25	12/11/20	12/11/20	Ginnie/Sandy	IR	
828														
829	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
830	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sick--Sandy (Dr Appt)	Time Off/Holiday		3.50		12/07/20	12/07/20	Sandy Miller		
831	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical--Sandy	Time Off/Holiday		4.00		12/11/20	12/11/20	Sandy Miller		
832	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00	0.50	12/09/20	12/09/20	Ginnie Rudnick	IR	
833	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SICAS IR FAUG Conference Call	Meeting/Training		2.00	2.00	12/09/20	12/09/20	Ginnie/Sandy	SICAS	
834	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AVPG Vote	Unscheduled		0.50		12/10/20	12/10/20	Ginnie Rudnick	Brandon/Shannon	
835	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review Status of IR Projects	Unscheduled		1.00		12/10/20	12/10/20	Ginnie/Sandy	IR	
836	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zoom: resolve record issue	Unscheduled		0.25		12/09/20	12/09/20	Ginnie Rudnick	Bruce Walter	
837	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APG Union Meeting	Meeting/Training		2.00	0.75	12/11/20	12/11/20	Ginnie Rudnick	APG	
838														
839	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 12/14/20 - 12/18/20</b>			<b>80.00</b>	<b>79.25</b>					
840	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Fall 2020: Review	SUNY		0.25		12/02/20	04/15/21	Ginnie/Sandy	SUNY	completed previous week
841	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Course: Fall 2020: Finalize & Lock	SUNY		0.50		12/02/20	04/15/21	Sandy Miller	SUNY	completed previous week
842	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SUNY Course: Fall 2020: Post	SUNY		0.50		04/07/21	04/24/21	Sandy Miller	SUNY	waiting for Paul to approve
843	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUNY Mode of Instruction Survey	Unscheduled Task		3.25		12/15/20	12/15/20	Ginnie Rudnick	SUNY	
844	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls	Rescheduled		8.00		01/13/21	01/15/21	Sandy Miller	NYSED/Perkins	
845	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Update Status/Compile Round 3 Call List	Rescheduled				04/13/21	04/15/21	Ginnie Rudnick	NYSED/Perkins	
846	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls Round 3	Rescheduled				04/13/21	04/15/21	Sandy Miller	NYSED/Perkins	
847	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Update Status Compile Survey Reminder List	Grants		5.00	0.25	01/13/21	01/15/21	Ginnie Rudnick	NYSED/Perkins	
848	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Send Reminder	Grants		2.00		04/13/21	04/15/21	Ginnie Rudnick	NYSED/Perkins	
849	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Alumni Association: Follow Up	Rescheduled		0.25		12/15/20	12/18/20	Sandy Miller	IR	
850	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Finance: Follow Up	Rescheduled		0.50		01/08/21	12/18/20	Sandy Miller	IR	
851	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Admissions: Follow Up	Rescheduled		0.50			12/18/20	Sandy Miller	IR	
852	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Distance Education: Follow Up	Rescheduled		0.25		12/18/20	12/18/20	Sandy Miller	IR	
853	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Student (Advisement): Follow Up	Rescheduled		0.50		12/14/20	12/18/20	Sandy Miller	IR	
854	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Payroll: Follow Up	Internal		0.50	0.25	12/14/20	03/26/21	Sandy Miller	IR	
855	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: ASC: Follow Up	Rescheduled		0.25		01/05/21	12/18/20	Sandy Miller	IR	
856	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Developmental Studies: Follow Up	Rescheduled		0.25		01/05/21	12/18/20	Sandy Miller	IR	
857	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Foundation: Follow Up	Rescheduled		0.25		01/05/21	12/18/20	Sandy Miller	IR	
858	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Human Resources: Follow Up	Rescheduled		0.50		01/05/21	12/18/20	Sandy Miller	IR	
859	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Student (Student): Follow Up	Rescheduled		0.25		01/05/21	03/26/21	Sandy Miller	IR	
860	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Nurse: Follow Up	Rescheduled		0.25		12/14/20	03/26/21	Sandy Miller	IR	
861	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Report Inventory: Institutional Research: Complete Inventory Document	Unscheduled Task		3.00		12/15/20	12/15/20	Sandy Miller		

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
862	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Argos Inventory: Tracking Sheet: Update	Unscheduled Task	—	1.00	12/18/20	12/18/20		Sandy Miller	IR	
863	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Troubleshoot Web/Dreamweaver/Smartsheet	Unscheduled Task		1.50	01/17/20	01/17/20		Sandy Miller		
864														
865	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Rescheduled	—	0.25		12/18/20		Ginnie Rudnick	Sarah Yaw	
866	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SUNY SVP Meeting Notes for Cathy	Unscheduled Task		0.50		12/11/20		Ginnie Rudnick		
867	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2021 Project Calendar: Create Draft	Internal	↓	10.00	9.50	01/08/21	12/22/20	Ginnie Rudnick	Keiko Kimura	
868	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2021 Project Calendar: Review	Internal	↓	1.00		01/08/21	12/22/20	Sandy Miller	Keiko Kimura	
869	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	—	15.00	8.00		03/10/21		Sandy Miller	President
870	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Revise Tables/Graphs	Internal	—	15.00	2.50		03/10/21		Sandy Miller	President
871	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Compile Data	Unscheduled Task	—	3.00	01/06/21	12/18/20		Sandy Miller	Keiko/Cathy	
872	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Compile Data	Internal	—	12.00	11.25	01/06/21	12/18/20	Ginnie Rudnick	Keiko/Cathy	
873	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Finalize	Internal	—	2.00		01/06/21	12/18/20	Ginnie Rudnick	Keiko/Cathy	
874	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Review/Proofread	Internal	—	2.00		01/06/21	12/18/20	Sandy Miller	Keiko/Cathy	
875	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEGIS Code question	Unscheduled Task		0.25	12/17/20	12/17/20		Ginnie Rudnick	Shannon Patrie	
876	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Advisory Council Follow Up Questions	Unscheduled Task		0.50	12/17/20	12/17/20		Ginnie Rudnick	Keiko	
877														
878	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Testing	Unscheduled Task		0.50	12/15/20	12/15/20		Sandy Miller		
879	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	COVID Testing	Unscheduled Task		0.25	12/14/20	12/14/20		Ginnie Rudnick		
880	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prep for Project Review Meeting	Internal	—	1.00	0.75	12/16/20	12/16/20	Ginnie Rudnick	IR	
881	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prep for Weekly IR Meeting	Internal	—	0.50		12/15/20		Ginnie Rudnick	IR	
882	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email: Review/Respond	Email/Organize Projects		1.50	12/18/20	12/18/20		Ginnie Rudnick		
883	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleanup Email, etc.	Email/Organize Projects		1.50	12/14/20	12/14/20		Sandy Miller		
884	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Project Calendar	Internal	↓	1.00	2.50	12/18/20	12/18/20	Ginnie/Sandy	IR	
885														
886	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>									
887	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (12/15)	Time Off/Holiday		7.50	7.50	12/15/20	12/15/20	Ginnie Rudnick		
888	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APG Ballot Set Up	Unscheduled		0.25	0.25	12/15/20	12/15/20	Ginnie Rudnick	Brandon/Shannon	
889	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data/Submission Integrity Group Meeting	Meeting/Training		2.00		12/15/20		Ginnie/Sandy	IR	cancelled
890	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perkins Avisory Council	Unscheduled		1.25	12/14/20	12/14/20		Ginnie Rudnick	Ron Cantor	Perkins
891	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Review of Status of Fall IR Projects	Meeting/Training		2.00	1.50	12/16/20	12/16/20	Ginnie/Sandy	IR	
892	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIRIS Attribute Setup	Unscheduled		0.50	12/16/20	12/16/20		Ginnie/Sandy		
893	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Impact of COVID Survey Discussion	Unscheduled		2.00	12/16/20	12/16/20		Ginnie/Sandy	IR	
894	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP/CAS Update	Unscheduled		0.50	12/18/20	12/18/20		Ginnie Rudnick	Terry Kupp	
895	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIRP Web Presence: Map Structure	Unscheduled		2.00	12/16/20	12/16/20		Ginnie/Sandy	IR	
896														
897	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 12/21/20 - 12/25/20</b>			<b>66.50</b>	<b>76.25</b>					
898	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2021 Project Calendar: Finalize & Distribute	Internal	↓	3.00	3.00	01/08/21	12/22/20	Ginnie Rudnick	IR	
899	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2021 Project Calendar: Create Draft	Rescheduled	↓	2.00		01/08/21	12/22/20	Ginnie Rudnick	Keiko Kimura	
900	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Compile Data	Internal	—	5.00		03/10/21		Sandy Miller	President	
901	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fact Book 2019-20: Revise Tables/Graphs	Internal	—	5.00		03/10/21		Sandy Miller	President	
902	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate Follow Up Survey: Follow Up Calls Round 2	Rescheduled	!	12.00		01/12/21	01/15/21	Sandy Miller	NYSED/Perkins	
903	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Rescheduled	—	1.75		12/18/20		Ginnie Rudnick	Sarah Yaw	

NF	C/R	Done	Done AC	Task Name	Type	Priority	Estimated Hours	Actual Hours	Complete Date	Internal Due Date	External Due Date	Assigned To	Requestor	Notes
904	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advantage Analysis: Compile Data	Rescheduled	—		1.00		12/18/20		Sandy Miller	Sarah Yaw	
905	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Compile Data	Rescheduled	—		6.75	01/06/21	12/18/20		Ginnie Rudnick	Keiko/Cathy	
906	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Review/Proofread	Rescheduled	—		2.50	01/06/21	12/18/20		Sandy Miller	Keiko/Cathy	
907	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Argos Inventory: Tracking Sheet: Update	Unscheduled Task	—		0.50	12/22/20	12/22/20		Sandy Miller	IR	
908														
909	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Email: Review/Respond	Email/Organize Projects			0.50	12/23/20	12/23/20		Ginnie Rudnick		
910	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Update Project Calendar	Internal	↓		1.00	1/23/20	12/24/20		Ginnie/Sandy	IR	
911														
912	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
913	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	APG Vote Tally	Unscheduled			0.25	12/21/20	12/21/20		Ginnie Rudnick	Brandon	
914	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Christmas Break (12/23-12/25)	Time Off/Holiday		45.00	45.00	12/25/20	12/25/20		Ginnie/Sandy		
915	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation--Ginnie (12/22)	Time Off/Holiday		7.50		12/22/20			Ginnie Rudnick		cancelled
916														
917	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Week of 12/28/20 - 1/1/21</b>			<b>75.50</b>	<b>91.00</b>						
918	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spring 2021 Project Calendar: Create Draft	Rescheduled	↓		1.50	01/08/21	12/22/20		Ginnie Rudnick	Keiko Kimura	
919	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strategic Plan Student Profile: Review/Proofread	Rescheduled	—		14.25	01/06/21	12/18/20		Ginnie Rudnick	Keiko/Cathy	
920	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Update Project Calendar	Internal	↓		0.50	01/01/21	01/01/21		Ginnie Rudnick	IR	
921														
922														
923	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Meetings/Trainings</b>										
924	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Christmas Break	Time Off/Holiday		75.00	75.00	01/01/21	01/01/21		Ginnie/Sandy		
925														
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## OFFICE OF INSTITUTIONAL RESEARCH & PLANNING (OIRP)

### Analysis of 2019-20 Project Calendar

IR continued using Smartsheet project management software during the 2019-20 academic year to track progress and time spent on tasks/projects by deploying calendars for Fall 2019, Spring 2020 and Summer 2020. Of the 2,803 available standard office/work hours during the 2019-20 academic year (work hours excluding vacation, sick, holiday time), the director and data analyst logged 3,487.25 hours on the project calendars directly associated with tasks, projects, submissions and meetings. Approximately 35 hours was also spent reviewing/responding to general emails. A breakdown of the time spent for each category included in the project calendar is presented in the table below.

OIRP 2019-20 Project Calendar Analysis			
Category	Hrs Spent	% of Total Hrs	Sample of Submissions/Projects
Internal Projects	1582.75	45.4%	<ul style="list-style-type: none"> <li>• Fact Book</li> <li>• Enrollment Reports</li> <li>• Applicant Analysis</li> <li>• CCSSE Discourse Groups</li> <li>• Academic Program Analysis</li> <li>• Course Success Rates</li> <li>• Strategic Plan Student Profile</li> <li>• OIRP Functional Area Review</li> <li>• Fall 2019 Enrollment Snapshot</li> <li>• Various Ad Hoc Requests</li> </ul>
Meetings/Trainings	574.75	16.5%	
External Submissions/Projects	500.75	14.4%	<ul style="list-style-type: none"> <li>• IPEDS Submissions</li> <li>• National Clearinghouse Submissions</li> <li>• NYSED Submissions</li> <li>• Middle States AIU</li> <li>• College Board</li> <li>• NC-SARA</li> <li>• Economic Impact Study</li> </ul>
Benchmarking Projects	380.00	10.9%	<ul style="list-style-type: none"> <li>• AAUP Faculty Compensation Survey</li> <li>• NCCBP</li> <li>• VFA</li> </ul>
Grants	290.25	8.3%	<ul style="list-style-type: none"> <li>• Perkins</li> <li>• Perkins CLNA</li> <li>• LSAMP</li> <li>• SSTF</li> <li>• SUNY PIF</li> <li>• CLICKS</li> </ul>
SUNY Submissions	124.00	3.6%	<ul style="list-style-type: none"> <li>• Various SIRIS Submissions (Course, Degree, Early Student, End of Term, Term Section)</li> <li>• Administrative Salary Submission</li> <li>• Basic Student Charges</li> <li>• Preliminary Enrollment Survey</li> <li>• Student Information Survey</li> <li>• Online Course Survey</li> </ul>

<b>OIRP 2019-20 Project Calendar Analysis</b>			
<b>Category</b>	<b>Hrs Spent</b>	<b>% of Total Hrs</b>	<b>Sample of Submissions/Projects</b>
Surveys	34.75	1.0%	<ul style="list-style-type: none"> <li>• Real College Survey</li> <li>• Impact of COVID-19 on Employees</li> <li>• SUNY Student Remote Instruction Survey</li> </ul>
Total	3487.25	100.0%	

Of the project hours logged during 2019-20, 30.0% (1,045 hours) were spent on tasks and meetings not scheduled when the project calendars were developed and had to be inserted without notice – sometimes in weeks that were already overbooked. In the Internal Projects category, 386.25 hours (24.4% of time spent in this category) were spent on ad hoc requests and projects that were not scheduled when the project calendars were developed, 318.5 hours (63.6%) in the External Projects category were not scheduled, and 202.5 hours (35.2%) in the Meetings/Trainings category were not scheduled. The most time-consuming unscheduled items included economic impact study, National Postsecondary Student Aid Study, academic analysis project, Fall 2019 course success rates, Fall 2019 enrollment snapshot, strategic plan student profile.

When compared to the previous academic year, the amount of time spent in meetings/trainings increased by 45.2% (395.75 hours to 574.75); time spent on data for grants increased by 97.1% (147.25 hours to 290.25); and time spent on external projects increased by 93.6% (258.65 hours to 500.75) much of which was associated with a one-time project.