

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	July 11, 2005
Time:	11:00 AM ET
Location:	McFall Chart Room

Invitees/Attendees (* in attendance, # absent, + substitute, = by conference call)

Names			
*	Bruce Petryshak	*	Toby Singer
*	Linda Dobb	*	Bill Gerwin
*	Chris Dalton	#	Cindy Fuller
*	Ron Lancaster	#	Ginny Pinkelman
*	Bahram Hatefi	*	Sharon Shirkey
*	Ben Santelman		

Opening Statements

Bruce called the meeting to order at 11:00 AM. **Bruce** stated the Finance Team is set for the next phase of the project and some classes have been scheduled. **Bill** advised the first class is scheduled at BGSU on July 27th. The Finance Team core group is Deb Clink, Trish Jenkins Kathleen LeRoy, and George Knauss.

Approval of Minutes

The minutes from the June 13 meeting were reviewed and approved. The minutes will be posted to the BG@100 website.

PeopleSoft Project Status Update

Ben reported HCM Phase 1 is live. Conversion and cutover activities in Kronos began on Monday June 20th. Tuesday Kronos was brought up to bring time into PeopleSoft. On Friday started looking at HCM conversion and in the afternoon ran conversion test scripts. At 4:00 p.m. Friday the actual conversion began and at 11:40 p.m. Friday the loading was complete. Work continued Saturday and Sunday on interfaces between SIS and HR.

Ben reported the system is performing well. Staff from the BG@100 office visited HR, Payroll, Student Employment and Graduate College for a few hours each day working with staff and answering questions.

The mass update process for classified staff wage increase and classified staff timesheets was processed over the weekend. Budget Officer training was conducted the week of June 20th.

Linda asked if the classified staff mass update reflects the pay increase for staff who received merit and **Bill** stated this week's payroll will reflect the pay increase. **Linda** asked if administrative and faculty will reflect a change in their July pay. **Bill** stated in July administrative and faculty will see their normal pay; the pay will be retroactive starting in August. **Linda** stated letters will be sent to administrative and faculty regarding the retroactive pay.

Ben advised they are working on e-Contract. Will run tests and support go live for HCM. There are some items that are not finished in the costs reports. **Bruce** asked if people are scheduled for time-off and Bill is working on requests.

Ben stated they are working on FMS (financial management systems) training and materials. Training will be followed by Fit gap. **Bruce** stated the charter needs reviewed and Ben is working on this.

Bahram asked when the first checks will print on the new printer and **Bill** stated an estimated 1000 checks will print on Wednesday. **Bill** stated when the Business Office is ready to print **Bahram** can audit the process.

Hours and Costs Report

Ben distributed a report for review. **Ben** pointed out on the action item page the e-Contract loading and Action Item 19 is not complete. Items still outstanding will be tracked separately. **Bill** will have a couple more HCM action items.

Brief Update

Bill is working on the FMS training schedule. The first session is scheduled for July 27 followed by 4 weeks of training. Training will continue into August and September. Thursday is the first meeting with the core group members; Kathleen LeRoy, George Knauss, Deb Clink and Trish Jenkins. The official kick-off will be later this month. **Bill** is also looking at vacation requests to allow the individuals working on the HCM project to take some time off.

Bruce asked if HR received many phone calls and **Bill** stated very little, most have to do with teaching contracts.

Bill has had a couple questions regarding management information. The main question being managers would like to see the supervisor's direct reports information. **Bill** stated at this point it is not built into the system; however he will look into allowing proxy for individuals. **Linda** stated if a manager really wanted this information a report could be provided.

Portal Update

Toby stated the portal is moving along. The team has met and a final demonstration provided. The new portal looks good and a meeting will be held today to decide on a go-live date. Anticipated go-live is early August.

Bruce adjourned the meeting at 11:40 AM.

Next Meeting Date:	July 25, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman