

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	September 12, 2005
Time:	11:00 AM ET
Location:	McFall Chart Room

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

Names			
*	Chris Dalton	*	Ron Lancaster
*	Linda Dobb	*	Bruce Petryshak
*	Gaylyn Finn	#	Toby Singer
*	Cindy Fuller	#	Ben Santelman
*	Bill Gerwin	*	Ginny Pinkelman, Scribe
#	Bahram Hatefi		

Opening Statements

Bruce called the meeting to order at 11:00 am.

Approval of Minutes

The minutes from the August 29th meeting were reviewed and can be published to the website.

PeopleSoft Project Status Update

Bruce moved the Hours and Costs document to the next meeting due to Ben's absence.

Action/Information Items

Bill advised **Jerry Bitter**, FMS Functional Consultant began last week. Jerry is working with the core group and on the Fitgap plan.

Trish Jenkins, **Deb Clink**, **George Knauss** and **Kathleen LeRoy** are all at the BG@100 Project Office.

Bill presented Action Item HCM-A022, Nightly Process to Set Primary Job Indicator. This is an important multiple job field in the PeopleSoft system. All employees must have a primary field and all other jobs are secondary. Systems like SIS only require 1 department address as primary. If an employee leaves a position, there is nothing in the system that indicates the employee no longer has a primary job; creating problems with various interfaces and reporting to IPEDS. The solution is to continue and manually fix the problem; or the second alternative is to write an SQR which will determine the primary job. **Chris** expressed concerned about a process to set the primary job throughout campus offices and **Bill** stated Larry, Karen and Donna have dealt with this. **Linda** stated not to pull departments to see how they want this determined.

Gaylyn asked if there is history to the changes and **Chris** stated he is not concerned about history. **Bill** believes once the primary job is set the history will be retained and stated HR looks at this information closely. **Linda** stated this is important because employees are assigned roles in Blackboard based on their primary position. **Bill** stated affiliation is determined out of

the HCM system and the number of affiliations for employees was increased for the new portal. **Ron** asked if an administrative staff member who is also teaching can view their roster and **Bill** stated yes. **Ron** asked if that implies the interface back to the web is using more than the primary appointment and **Bill** stated yes but unsure about Blackboard. **Ron** asked if this job is needed after SIS and **Bill** stated yes because IPEDS and HCM reporting is based on the primary job. **Bill** stated PeopleSoft could do more with the primary job indicator; the editing just isn't there to make it correct for BGSU.

A roll call vote was taken for Action Item HCM-A022 Alternative #2:

Chris Dalton	Approved
Linda Dobb	Approved
Bruce Petryshak	Approved
Ron Lancaster	Approved
Bahram Hatefi	(Absent for Vote)
Gaylyn Finn	Approved

Linda asked about encumbrances and **Bill** stated a few issues came up last week and working with Mike Failor and Larry Smith to resolve; understanding how the encumbrances are now processed in HCM is one of the issues. Mike is working on the encumbrances to help understand the process. **Bill** stated Larry ran encumbrances before finishing the second bi-weekly payroll and part of the bi-weekly did not show up. **Bill** stated it is important to set dates to run encumbrances and also provide training on how to read the data.

Chris stated everything on PeopleSoft was at a 260 basis. **Cindy** confirmed Information Action Item 9 was voted on and it was set at 260.

Linda questioned the costs involved with programming City Bucks; when the OneCard is implemented will this have an impact on the PeopleSoft Project. **Bruce** stated this will be a different interface. **Chris** advised there will be a Bursar debit, but not a City Bucks interface. **Bill** stated the City Bucks interface provides information about who is on City Bucks and this will be part of the OneCard project.

Portal Update

Bruce moved the Portal Update to the next meeting due to Toby's absence.

Communications Review

Cindy stated the September update is on the web. Work is being completed with HCM and the transition to the Finance System.

There is a follow up payroll training session this week for anyone who may be getting paid for the first time. **Linda** asked if the back office staff understands the new system. **Cindy** stated the functional leads are probably dealing with more of the questions; emails to BG@100 have been minimal. **Bill** is not sure enough people at the budget administrative level have used it enough yet. **Bill** stated payroll is moving along and Larry is spending a lot time on running payrolls. **Gaylyn** stated work is being completed on a JAQ for a new position in payroll to remove some of the work from Larry. **Bill** stated payroll needs this position so Larry can focus on encumbrances. **Gaylyn** stated encumbrances will become more challenging as they are recalculated every time.

Linda asked if the printing of payroll checks is going well and **Bill** stated yes. **Gaylyn** stated few manual checks have been processed and working through the procedures. **Bill** stated most of the issues involve an understanding between offices of how items are entered. **Bill** advised it is important to continue with meetings and discuss any issues.

Linda asked if the Kronos interface is working well and **Bill** stated an upgrade will occur between now and December and does not anticipate a lot of problems. **Bill** stated procedures are in place in Human Resources and comfortable with Donna and Karen helping the staff.

Ron asked if there is a system in the new HCM to send out equal opportunity forms for faculty recruiting. **Linda** believes there is an electronic process and asked **Ron** to contact **Rhonda Hogrefe** in Human Resources.

Bruce adjourned the meeting at 11:40 a.m.

Next Meeting Date:	October 17, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman