

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	January 9, 2006
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	*	Cindy Fuller
#	Chris Dalton	*	Phyllis Short
*	Ron Lancaster	*	Ben Santelman
*	Gaylyn Finn	*	Ginny Pinkelman, Scribe
*	Bill Gerwin		

Opening Statements

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

W-2 Issue

Phyllis stated Larry Smith discovered a problem with total wages brought over from AHRS; in some cases wages were not converted correctly. Phyllis advised a team of people are working to resolve this issue and testing will occur prior to printing. **Linda** asked if the total compensation is correct and **Phyllis** stated the total compensation area is the glitch. Phyllis stated individuals from Payroll and HR are reviewing reports and validating findings.

Bill stated they can identify where in conversion items were missed and pull this information. **Linda** asked for a deadline and Phyllis stated January 31st is the deadline to mail W-2's. **Linda** asked how many are affected and **Phyllis** stated around 700 people could be impacted. **Linda** asked if the remaining accounts are okay and **Phyllis** advised yes and will spot check this group as well. **Linda** asked if there will be a resolution by January 20th. **Bruce** stated the group is being very thorough and will have a good indication by next week. **Linda** stressed the importance of spot-checking the remaining accounts. **Gaylyn** advised individuals from HR and Payroll were in on Saturday to assist with resolving this issue.

Bruce asked Phyllis to send the ESC group updates on the W-2 issue.

Bruce announced that Ben will be leaving Ciber and the BG@100 Project Office. Bruce thanked Ben for his work on the project.

Approval of Minutes

The minutes from the November 28th meeting were reviewed and can be published to the website.

PeopleSoft Project Status Update

Ben stated time was spent over the last month on Fit/Gap, Project Strategy, Interfaces, and Reports for FMS.

The Functional Team began core table set-up. The team will be working on core pieces and use the BGSU system rather than the sandbox demo system.

The Chart of Accounts design is being tested and validated.

The Project Scope and Plan is in process. Meetings have been held with Tom Kornacki, Robin Euler and individuals from Gaylyn's area to discuss the scope of Grants Management. A more detailed demonstration will be finalized regarding the scope of Grants Management. **Bruce** advised to stay focused on the PeopleSoft solution as work moves forward with Grants Management.

Ben stated Mike Failor is leading up the Interface area with FMS; identifying the interfaces and creating standardized processes. There are several BGSU third party systems to bring into PeopleSoft. There is a delivered facility within PeopleSoft to bring in journals; the challenge will be to bring the other systems in the same format.

Ben stated Sue Tomor is leading Conversion for FMS. Work is being completed on vendor conversions, strategy and data mapping; also identifying in Legacy which vendors are inactive and data that can be cleaned up.

Ben advised a more detailed; high-level training plan is under completion for the FMS Project. A session was delivered to introduce FMS to the Project Team and people within ITS. An FMS overview will be given at the February open forum.

Ben advised a search committee is working on two Application Developer positions at the Project Office and Phyllis is working on one Application Developer position in the ITS area.

Ron stated the conversion task is different depending on a July 1 or another conversion date.

Ben stated a possible cut-over of February 2007.

Ron asked about the scope involving SPAR and Grants Management; pre and post award. **Ben** advised individuals from SPAR, Business Office and Graduate College were involved. A decision to be made is pre vs. post award and data entry. **Bill** stated that the goal is to implement the entire Grant Management Suite, but we will start with Grants Accounting in Phase 1. **Ron** expressed concern regarding concentration solely on the post award side. **Bruce** stated the idea is to use both pre and post award.

Bill believes the post award is most difficult due to tracking and recording. **Ron** asked if SPAR will be included. **Bill** stated yes and discussing with SPAR who can be brought into the Project Office to assist with moving forward in the design implementation.

Ron asked about the level of detail for the Chart of Accounts. **Ben** stated there is a lot of detail; however, not all detail will be loaded immediately.

Action/Information Items

Bill presented Information Item FMS-001, BGSU Branding of PeopleSoft Pages. The PeopleSoft web pages, as delivered, are branded with the PeopleSoft logo in the upper left corner of the page. ESC approved BGSU custom branding for the HCM application. The Project Office will apply the same branding customization to the FMS application to keep the look of the PeopleSoft pages consistent. The PeopleSoft logo and blue banner in the upper left corner of the web page will be replaced with the BGSU logo and the PeopleSoft logo will remain in the lower right corner of the web pages.

Bill briefly went over the list of PeopleSoft modules that are licensed. **Bill** asked the group to email any questions to him and he will look at in more detail. **Ron** asked what modules from HCM are pending and what items will be completed in FMS Phase 1 or Phase 2. **Ron** asked if Student Administration is all one piece and **Ben** advised yes.

Gaylyn asked if there are subsets within Student Administration and **Bruce** stated yes.

Ron asked about workflow and **Ben** stated it is built within. **Bruce** stated a decision will need to be made later to use parts of PeopleSoft workflow and document imaging system or all document imaging and not PeopleSoft. **Bill** stated a combination of PeopleSoft workflow and document imaging can be utilized. There is a challenge with the workflow implementation in that approvers must get into the system to approve workflow.

Ron stated it is not clear the modules that were implemented and those that were not. **Bruce** stated the modules that were not implemented were not part of the project and need to figure out way within ITS to do them.

Communications Review

Cindy advised communication is broad and general until scope is defined.

An open forum will be held this week and an overview at Firelands on Friday.

Bruce stated discussions will begin soon with student area leaders to define team membership.

Bruce adjourned the meeting at 12:00 p.m.

Next Meeting Date:	January 23, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman