

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	January 23, 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	*	Ginny Pinkelman
*	Gaylyn Finn		
*	Bill Gerwin		

Opening Statements

Bruce called the meeting to order at 11:04 AM.

Bruce asked Phyllis to provide the group with a W-2 update. **Phyllis** advised adjustments were made on approximately 1600 W-2's. A majority of this group were minor 2 - 5 cent adjustments. Approximately 150 manual adjustments were made for non-resident aliens. Phyllis distributed samples of the printed W-2. Multiple W-2's will print for individuals who pay school tax in more than one district; in the past duplicates did not print. 10,595 individual W-2's were printed. The total number of W-2's was 10,891 when factoring in individuals who required multiple W-2's.

Gaylyn inquired about the placement of W-2's on the web. **Gaylyn** stated printing the W-2 if misplaced, viewing earlier and assisting staff with employee questions as some of the benefits. Bill will research.

Phyllis extended appreciation to Larry Smith, John Konecny and the Payroll staff for their efforts assisting with W-2 processing. **Gaylyn** noted the HR staff also contributed.

Ron asked if all problems were conversion related and **Phyllis** stated yes.

Approval of Minutes

The minutes from the January 9th meeting were reviewed and can be published to the website pending changes.

Bruce stated John Gleason will temporarily serve as Project Manager for BG@100 and attend ESC meetings until a decision is made for a long-term replacement. John has been the functional person for Finance and has experience with Student, Project Management and familiarity with the BG@100 project. Bruce is meeting with Ciber representatives tomorrow to discuss moving forward.

Scope Document (Draft for Discussion)

Bruce stated that Grants Management and Budgets/Planning will not be part of the project scope with the exception of Grants Account. The Scope Document will define and set the scope for Phase 1.

Bill stated the Scope Document is a draft for discussion and asked for a resolution on the Scope Document during one of the February meetings. The target go-live for Phase 1 is on or before February 2007. Bill briefly went over different areas within the Scope Document. The focus is on the replacement of AFIN functionality. **Bruce** clarified the idea is not to duplicate or replicate functionality in the AFIN system; the idea is to replace AFIN with the PeopleSoft system. **Ron** asked if the idea is to decentralize the data entry and **Bill** stated the team is working on a proof of concept which includes both the design and process flow. As an example, Bill stated the process of purchase orders today will be different in FMS. The idea is to proof the flows to make sure they work within the FMS system; allow workflow to drive the system and get more entry out.

Ron asked if a requisition would be the first part of every purchase order. **Bill** is looking at all processes to make sure they work in FMS and for the campus in general. **Gaylyn** stated the requisition is currently in place but seldom used and noted encouragement of processes and training is important. **Bill** stated the new system uses a web browser and not as difficult as getting into AFIN. Web based training will assist those who rarely process purchase orders. Bill is reviewing the business process flow. **Gaylyn** stated it will be important to enforce the approval process. **Linda** recommended centralizing the purchase order process for colleges within the deans office and not to all of the departments. **Bruce** stated automating the workflow can enforce the approval process. **Linda** believes purchase orders will need to be centralized within the Deans Office. **Bruce** stated this would require the dean to log on for approvals or delegate. **Gaylyn** expressed concern regarding areas such as Chemistry/Biology and the potential need for additional employees. **Bruce** stated workflow can be built in for these areas.

Bill will model and test the process. **Linda** stated it is good to look at the workflow issues as well as the product.

Bill believes the Grants Accounting piece including Accounts Receivable and Billing can be accomplished in Phase 1. Pre-award and Post-award reporting are not anticipated for Phase 1. Bill spoke with Tom Kornacki and Robin Euler from SPAR regarding current processes. At present spreadsheets are reviewed, budgets are established for the Grants and SPAR office, spreadsheets then receive proper approval and the grant is awarded. The spreadsheets are then entered into AFIN and assigned general ledger budget authorization.

Bill suggests creating a method to deliver spreadsheets into Finance and transfer through an automated process into FMS. FMS has the ability to produce spreadsheet reports or create a customization. The FMS features will be used for the accounting side, establishing accounts and proper commitment control. The automated pieces in accounts receivable and billing can generate invoices to grant providers as money is spent. Currently the system is not automated and reporting processes are completed manually. **Bill** suggested reports remain processed manually, but leverage FMS system for the billing of reports. Bill's suggestion is to develop a plan for the implementation of Pre and Post-Award after Phase 1.

Bruce asked if faculty would be opposed to using the Kronos system as a method of recording time spent on grants and **Ron** and **Linda** stated yes. **Linda** stated there is a need for more encouragement and/or notices from SPAR to record hours. **Bill** stated this may become a priority in the future, but will require much work and training with faculty. **Bill** stated it will be easier to get pre-award into the system and the post award will be more challenging.

Linda suggested providing a desktop program that would allow faculty to record their time associated with grants. **Bruce** and **Toby** stated Kronos provides this program. **Bill** stated the negatives are the need for faculty to log in/out and the separation of work/grant hours. **Bruce** suggested a web based tool or a protected application on SPAR's website. **Linda** and **Ron** will possibly meet with SPAR to discuss.

Bill stated it is important to set up Grants Accounting correctly and recommending an additional functional person to assist with the design of Grants Accounting. **Bill** recommends bringing Jennifer Mulligan from Grants Accounting to the Project Office. **Ron** expressed concern with pulling resources out of this office without replacing as they are behind. **Bruce** stated there could be a need for full-time portion of the project; possibly 5-6 months. **Gaylyn** will speak with Jim Stainbrook and respond later.

Bill would like to bring on a consultant with grants implantation and PeopleSoft experience for possibly a 3-4 month period. **Bill** is looking into a grants demo and believes this to be beneficial. A demo will assist with what PeopleSoft can do and what is needed to integrate grants into the system. **Linda** suggested contacting individuals on campus with grants experience; possibly within Photo Chemical.

Bill stated if Pre-Grant must be completed in Phase 1; more people will be required. **Bill** noted currently there are only two people in SPAR.

Bill stated Tom Kornacki and Robin Euler from SPAR do not foresee both the Grants Accounting and the Pre-Award piece being implemented within the next 12 months.

In the interest of time, **Bruce** recommended moving on to Budgeting and come back to Grants later.

Bill advised Budgeting/Planning is outside FMS and part of the Data Warehouse. To complete the modeling data must be fed into the Data Warehouse. It did not seem fit to carry this out from a logistics standpoint. It will require much learning and a more concentrated effort since it is a new process. **Bill** stated the plan is to implement Planning/Budgeting through the current processes in AFIN, and return to at a later phase.

Bruce stated the Scope Document discussion will be continued during the next ESC meeting and to forward any comments or changes to **Bill**. **Ron** asked if he could share the Scope Document with a couple individuals and **Bruce** agreed.

Ron asked if discussions have occurred with the Alumni Foundation and **Bill** does not believe so. **Bruce** stated the timing is poor because of where they are within the campaign; however, they may look at a PeopleSoft solution at a later time. **Ron** asked if another business unit can be added later and **Bill** stated yes.

Bill briefly reviewed the PeopleSoft modules spreadsheet. **Bruce** advised the current staffing level in ITS is at a level that can maintain the systems, but not at a level that can take on projects to increase functionality.

Bruce adjourned the meeting at 12:11 PM

Next Meeting Date:	February 13, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman