



Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	September 11, 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	*	John Gleason
*	Gaylyn Finn	#	Melissa Hudson-Nowak
*	Bill Gerwin	*	John Folkins
*	Chris Cox	#	Ginny Pinkelman

Opening Statements

Bruce called the meeting to order at 11:00 a.m.

Approval of Minutes

The minutes from the August 28 meeting were approved and can be posted to the website.

PeopleSoft Project Status Update

John stated Phase 1 is at 67% completion; on average about 7% a month is completed.

Some major accomplishments since the last meeting include establishing an INT Database in order to load beginning balances. Beginning balances are budgets and actual activity. John indicated as of this morning the first year budgets activity is loaded; past edits and in the database. The reconciliation team will begin working on this soon.

Also, vendor data was loaded into CNV. Vendor data will be reviewed in the current CNV database. Integrated testing will begin soon from purchasing, general ledger and grants management. Vendors will then be loaded into the Q&A database. John indicated the team ran transactions though the CNV database to validate the control tables. The big advantage is continuity testing through all of the databases; especially Q&A.

Unit testing for requisition, purchase order and match exception workflow is completed. System testing will occur next and will be very extensive.

Reporting Trees for monthly reports were completed last week.

Production Security went from 43% to 55% complete. **John** indicated Sameer will be working with Mike McComas to try and expedite the production security.

At the previous meeting John stated on average 500 vendors are being added each month. John stated Tammy Ludwig indicated all of these are vendors that existed on the database before and carried forward; work is underway to cleanup these vendors.

Kathleen LeRoy and Cathy Van Scoyoc will work on general ledger history reconciliation. This will be an extensive process loading 18 months of general ledger information. The budget phase will begin first, followed by beginning balances and then 18 months worth of history. John would like to see someone at a supervisory level to head up this team.

Linda asked who would fill the role of this supervisory position and where they would come from. **Gaylyn** believes it would be difficult to hire someone due to the lack of familiarity and does not have someone to move into this position. **Linda** stated there are two choices; hire someone or use someone internally, what is the answer? **Gaylyn** asked for John's expectations in the capacity of supervisor. **John** would like someone that is responsible to oversee this effort. **Bruce** asked if Jim Stainbrook would be the best choice and **Gaylyn** stated yes, if financial statements were complete. **Bruce** asked if additional help was available to assist with the financial statements if this would free up some of Jim's time and **Gaylyn** stated no. **John** asked for short and long term solutions and when financial statements will be completed. **Gaylyn** stated financial statements are due to the state by October 15 and expects to make this date by 2-3 days. **Gaylyn** is not aware of someone in the areas of inventory resources that could assist. **Linda** asked if Larry could assist and **Gaylyn** stated no. **Bruce** asked if there is someone at WBGU and **Linda** is not sure if this person is available. **Linda** stated this needs to be resolved this week.

Action & Information Items

Bill presented Action Item A-0005; Hide Sensitive Information on FMS Pages. This action item regards protecting the social security number/TIN anywhere it could be visible to the general campus community via custom security. **Bill** is requesting approval for a customization to protect social security information from the general public. **Bill** asked for questions and **Bruce** stated this is a smart move that continues to work. **Ron** asked if this same solution will be available with the student system and **Bill** stated it should be able to. **Bruce** stated this has not been verified. **Bill** intends to continue this security to protect the identity of students, employees and vendors.

A roll call vote was taken for Action Item FMS-A005 Alternative #2

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Chris Dalton	Absent
Mel Hudson-Nowak	Absent
Ron Lancaster	Alternative #2
Gaylyn Finn	Alternative #2
Chris Cox	Alternative #2
John Folkins	Alternative #2

Bill presented Action Item A-0006; Report of YTD purchases and payments by selected vendors/linkage of p-card merchants to PeopleSoft vendors. This action item deals with being able to consolidate and report off vendor spending from two areas. Vendor spending occurs in the vendor p-card and this information historically has been kept within the p-card vendor's files and vendor spending via the AFIN system. This action item allows the combining of p-card detail into FMS and then combines this detail with the daily transactions within FMS. Consequently reports can be created that show what is spent with vendors. Previously this was a manual process in the finance area; which will be eliminated.

Linda noted that anyone the university spends over \$100,000.00 with is required to fill out the terrorist form and this needs to be done.

Gaylyn stated the Business Office was concerned about losing the vendor spending report.

Gaylyn asked if this report will be included and **Bill** stated yes. This report will also allow p-card detail in FMS as well as query and Ad hoc reporting as well. **Ron** asked about the reliability of the match process and **Bill** stated it will be as good as the naming conventions are

for vendors. **Ron** asked if the tax id number is there and **Bill** will look into this. **Bill** is recommending Alternative #2

A roll call vote was taken for Action Item FMS-A006 Alternative #2

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Chris Dalton	Absent
Mel Hudson-Nowak	Absent
Ron Lancaster	Alternative #2
Gaylyn Finn	Alternative #2
Chris Cox	Alternative #2
John Folkins	Alternative #2

Bruce stated Tom Kornacki will stay on the project team full-time throughout October 31st. Tom will work November 1 – January 31; 12 hours a week and February 1 – February 28; full-time due to cut-over week. Staff adjustments will take place post implementation in the SPAR office.

Communications Update

Cindy stated training has been more visible. Thirty-two of the introductory sessions have occurred for FMS; an estimated 370 participants attended training. The Student Administration presentations will begin next Tuesday and continue through Thursday. Information regarding the presentations is available on the website, campus updates and the monitor.

Bruce adjourned the meeting at 12:37 pm.

Next Meeting Date:	September 25, 2006
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman