



## Meeting Minutes

<b>Meeting Title:</b>	BG@100 Executive Steering Committee (ESC) Meeting
<b>Date:</b>	November 13, 2006
<b>Time:</b>	11:00 AM ET
<b>Location:</b>	McFall Chart Room

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

Names			
*	Bruce Petryshak	*	Phyllis Short
*	Linda Dobb	*	John G Gleason
*	Chris Dalton	#	Melissa Hudson-Nowak
*	Ron Lancaster	#	John G Folkins
*	Gaylyn Finn	*	Chris Cox
*	Bill Gerwin	*	Ginny Pinkelman
*	Toby Singer	*	Mark Gromko for John Folkins
*	Cindy Fuller		

### Opening Statements

**Bruce** called the meeting to order at 11:00 AM.

### Approval of Minutes

The minutes from the October 23 meeting were approved and can be posted to the website.

### PeopleSoft Project Status Update

**John G** stated the project is at 86% complete. The reconciliation team is together. Kathleen LeRoy created an Excel spreadsheet to review pivot tables for loading of historical data from AFIN and compare to FMS and has helped the manual effort dramatically.

Loading approximately 18 months of historical data from 2006 through January 2007. In order to complete parallel testing next month, it is important to have February 2007 – July 2007 loaded and reconciled. The 2006 budget is totally reconciled. Beginning balances are near completion. All of the journal activity for July through December is posted in PeopleSoft and processed through the reconciliation spreadsheet. John G stated availability of staff continues to cause delays.

John G came across a minor problem with the bookstore accounting period. In AFIN transactions were held out for the 5<sup>th</sup> week; then processed through the system. This has caused some problems with reconciliation and may involve some manual entries to readjust.

Vendor data is loaded into production. The Business Office has assumed responsibility of keeping the vendor data current. A report will run periodically to show vendors who have not been used during the time frame of conversion.

The workflow environment will go live campus wide pending successful user acceptance testing and sign-offs. The user acceptance test will involve department, project grant and construction workflow. Testing will begin in a week and plan to get as many departments in a real time

environment to assure proper sign-off prior to go live. **Bruce** asked if the names and roles will be communicated to the department directors and when this will occur. **John G** stated yes the names will be communicated and **Bill** stated it is in the process of being completed and anticipates sending the information to departments today or tomorrow with a two week time period for responding. **Chris D** asked for a copy of the master list and **Bruce** asked **Bill** to also send a copy to all of the vice presidents.

**Linda** asked if the Deans are aware of the new purchasing processes. **Bruce** is scheduled to speak at the next Deans Council. **Ron** has met with most Deans personally. **Bill** stated there are 5 small departments that have not participated in training and at least 1 registrant from remaining campus departments. **Bill** estimated 63% of all requestors and 40% of the budget administrators have registered for training.

**John G** stated user acceptance testing began last week and involves key individuals from each area. Last month the team validated accuracy and asking users to go through testing and asking for input. Purchasing and Accounts Payable began testing last week. There are two items to review before sign-off; bookstore vouchers and vouchers coming from payroll. Bookstore is working on it and payroll is close to finishing. Faye will sign-off on accounts payable.

This week Financials, Commitment Control and Grants suite are scheduled and Asset Management is scheduled for next week.

Production security is at 80% complete and continues to make progress.

**John G** stated the plan is to complete user acceptance testing in November and on schedule. December and January will include parallel testing and wrapping up remaining items, some involve canceling open purchase orders in AFIN to create encumbrances in AFIN. **John G** is optimistic most projects will be wrapped up by mid December.

Reconciliation staff availability continues to be an issue. Faye and Trish have multiple tasks and pushing them as much as possible. **John G** is working on a procedure for the accuracy of approvers in FMS and to keep the list current. **Chris D** noted it is important to add new approvers as well as remove old approvers.

**Ron** stated during the last meeting **John G** had asked about external help with reconciliations and is there progress in this area. **John G** stated it was a concern at the time; however, since the creation of the Excel spreadsheet it has helped cut down on the number of resources. **Gaylyn** noted that the reconciliation is now taking a couple hours verses a day and a half.

#### **Action/Information Items**

**Bill** presented Action Item A-008, Budget Administrator Report of Purchases under \$1500.00 that does not require Budget Administrator approval. The team has been asked to supply a report for the Budget Administrators to monitor the spending in their areas responsibility. The Budget Administrator will be able to monitor open requisitions.

There are 3 Alternatives to provide this information. Alternative #1 is to leave the system alone as delivered and use inquiry pages to navigate through for review. Alternative #2 is to create a report for Budget Administrators to list all purchases made within a dollar range for a specified period of time. Alternative #2 involves a cost of \$50.00 per hour to create the initial report and \$20.00 per hour for each upgrade. **Bill** and the project team support Alternative #2. Alternative

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#2 will not impact the go live schedule and is not critical for go live. Bill noted the Internal Auditor and Purchasing can use this tool as well.

**Chris D** stated Mel would have strong feelings about this action item in terms of the auditing perspective.

**Bruce** supports Alternative #2; it is another tool that will provide Budget Administrators the means to monitor requisitions and purchase orders.

**Chris C** asked if the report can be scheduled per Budget Administrator and **Bill** stated there are date perimeters.

A roll call vote was taken for Action Item FMS-A008 Alternative #2

Bruce Petryshak	Alternative #2
Linda Dobb	Alternative #2
Chris Dalton	Alternative #2
Mel Hudson-Nowak	Absent
Gaylyn Finn	Alternative #2
Christopher Cox	Alternative #2
Mark Gromko	Abstained
Ron Lancaster	Alternative #2

### **Student Administration Implementation Update**

**Phyllis** the Student Administration team continues training; 5 out of the 12 classes have been completed. Classes are going very well with the exception of the student enrollment class and communicating with Oracle regarding a resolution.

The team continues to work on business process documentation, data dictionaries and applying training to the sandbox environment.

Phyllis stated the Student Administration kick off event is scheduled on December 6, from 3:00-5:00 p.m. in the Union. Invitations will be sent in the upcoming week.

Phyllis stated work is underway to finalize the RMS contract. Tim King is meeting with the student affairs area to discuss the judicial and conference modules.

**Bruce** adjourned the meeting at 11:37 pm.

<b>Next Meeting Date:</b>	November 27, 2006
<b>Next Meeting Location:</b>	McFall Chart Room
<b>Minutes Prepared by:</b>	Ginny Pinkelman