



Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	January 22, 2007
Time:	11:00 AM ET
Location:	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	*	Mark Gromko
*	Gaylyn Finn	*	Chris Cox
*	Bill Gerwin	*	Ginny Pinkelman
*	Toby Singer	#	Ed Whipple
*	Cindy Fuller	*	Jacque Hahn (guest)

Opening Statements

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

Approval of Minutes

The minutes from the January 8, 2007 meeting were approved and can be posted to the website pending changes.

PeopleSoft Project Status Update

John G stated the project is at 97% in total hours complete. Go live is on target and the focus is on cutover to production.

Accomplishments; reconciliation through December is ready and in the process of loading the first half of January's activities.

User Acceptance Test; Purchasing, General Ledger and Commitment Control workflow has been signed off. Asset Management is in production and working. Land and Leased Assets need to be loaded. Accounts Payable, Grants Management and the Library have to be signed off on.

Parallel; 7 out of 10 departments are reconciled.

The HCM side had much activity over the weekend. Individuals from HR and Payroll worked over the weekend to complete AP Messaging and converting department codes.

Moving Forward; AFIN purchase orders are placed but not filled. The purchase orders need to be cancelled in AFIN and re-entered.

John G stated security forms were sent out and in the process of being returned. **Bruce** asked how many security forms have yet to be returned. **Bill** stated 100 forms have been received and an additional 450 – 500 more required. **Bruce** asked about the process once the form is returned.

Bill stated the three functional leads will review the forms, approve and Jim Stainbrook will sign-off on them. Security will then activate the accounts. **Bruce** asked if the 450 – 500 forms will be completed in time for go live. **Bill** stated the group is devoting extra time to this project. **Bruce** asked what process is being used to remind people. **Bill** stated a reminder went out early last week and coordinating a second reminder with Cindy Fuller for this week. **Cindy** stated the reminder asked for the forms to be returned by January 26.

John G stated security is set up and it is more of confirmation and turning on the access. **Mel** asked if someone is verifying the individual attended training when the form is returned and **Bill** stated yes. **Bruce** asked how many individuals have not been trained. **Bill** distributed a spreadsheet listing individuals that required training. There are 70 Budget Administrators that have not been trained and 243 have been trained. **Mark** asked for an electronic version of the spreadsheet and **Bill** will forward the document to the group.

Mark asked if training will be offered this month and **Bill** stated there are a couple sessions scheduled for this month but more than likely training will be pushed into February and in the process of working on a schedule. **Bill** is working on a training schedule for February. **Mark** asked if work will stop for these areas and **Bill** stated yes; if they are a Budget Administrator (and did not complete training) anything over \$1500 will not go through the system.

Bill noted a couple of small academic units will be in trouble; as an example Popular Culture currently had no requisitioners trained. **Bruce** recommended gathering feedback from areas to verify validity of names for training. **Mel** suggested the committee review the document within their areas as well. **Ron** asked if the forms were delivered to only those that were trained and **Bill** stated anyone who registered to attend training received the form. **Bill** will send the spreadsheet to the committee and highlight individuals that need training.

FMS Pre-Launch Assessment

Bruce asked **Mel** to provide the group with a summary of the FMS Pre-Launch Assessment. Two major areas were assessed; Access and IT Entry Controls and Purchasing.

Mel distributed a draft document to the ESC group and asked **Jacque Hahn** to lead the discussion. **Bruce** stated responsibility should be assigned to each of the items. **Mel** indicated an Issue Champion will be designated as the point person responsible.

Discussion continued.

Jacque next presented the CNF (Confirming Purchase Order) requisition. The requester can bypass the requisition process by using a CNF requisition. The CNF is prepared after the purchase is initiated or after the item and invoice have been received. To have this always available undermines the goal of the system. Although the need for the CNF is understood; there should be provisions or an expiration date to make it more difficult to use. **Mel** stated there is recognition that people will purchase items without a requisition using either approved methods, like P-Card, or inappropriately without pre-approval. For those not using appropriate method, we need to monitor use and respond appropriately. **Chris D** asked if this is part of the process that will require the individual to enter the requisition and **Mel** stated yes. **Bruce** asked for clarification regarding an expiration date. **Jacque** stated it would require more steps to make the requisition work. **Chris D** noted it would call more attention to management. **Jacque** stated the CNF should not be readily available to access. **Mel** stated at go live the CNF should be noticeably different process. Also, in 6 months, we should review the process be to handle

the CNF requisitions. **Bruce** suggested a report to the Vice President's that detail all of the CNF's and **Linda** agreed. **Mel** asked Chris Dalton to suggest a Champion for Finance & Purchasing. **Chris D** will review and follow up with Mel.

Jacque stated the next concern is the adding of vendors. Currently the vendor data sheet is completed and the vendor specialist adds the vendor to the system. The vendor specialist does not make any decision regarding the validity of the vendor to be added. The concern is people are adding invalid vendors and there are a large number of vendors currently in the system. **Jacque** stated there are currently 9,500 vendors in the system. **Jacque** completed a small review of random vendors and found that 8 out of 10 vendors spent less than \$200 in the previous year. **Ron** asked if an employee can add a vendor without approval. **Bill** stated the employee completes the form and the vendor specialist adds the vendor to the system; however, the employee is unable to enter the vendor.

Currently there are no checklists for review to enter a vendor. **Linda** suggested a checklist be added to the document in order to justify why the vendor is to be added to the system. **Bill** stated the emphasis is who is looking at the vendor forms. **Gaylyn** believed Jim is reviewing the forms and **Bill** believes the forms are going straight to Connie in the Business Office and the vendor information is entered. **Mel** stated there should be a key control in place. **Bruce** stated over time the role of Purchasing should evolve to move this process to Purchasing. Purchasing should decide and control the vendor process. **Chris D** noted 4,000 of the 9,500 vendors are employee non-compensation. **Mel** has not audited this process in detail. **Gaylyn** suggested Jim Stainbrook as Champion for this area. **Linda** suggested a form be created with an emphasis on the checklists.

Bruce asked if the Business Office is ready for go live. **Bill** stated the system is ready, but unsure about procedures within the office. **Mel** stated **Jacque** focused on the subject matter experts; leads on providing input on how the system should work and designers etc. Work will expand in the next week to assess if the people who will work in the environment understand the system. **Mel** is reviewing from a user perspective. **Bruce** stated the back office activity is important as well. **Mel** believes it will capture the back office as well. **Mel** will review and bring potential risks back to the ESC group. **Gaylyn** and Jim will speak with staff in the Business Office to investigate concerns.

Linda asked who from the Project Office will be in the Business Office for the first week of go live. **Bill** stated Trish Jenkins will be in the Business Office for the first month. Maureen Ireland will work between Purchasing and the Business Office for the first month. **Bill** stated calls initially will go to the TSC and also working on a call escalation process. **Bill** will involve the consultants; however, reminded the group the consultants are not permanent and we need to take responsibility for issues within the system.

Linda asked how many employees are in the Business Office and **Gaylyn** stated 8. **Bill** stated **Linda Gray** could also assist the Business Office. **Bruce** noted there are two pieces; understanding how the system works and the second is the process. **Bruce** stated there is a higher risk of having issues if staff does not understand the complete process.

Mel recommended staff allot the last 30 minutes of the day to focus on issues and documentation. **Mel** is concerned with decisions that may be made on an individual basis. Decisions need to have a cohesive message and be processed consistently across the University. **Bruce** asked if **Mel** will be able to identify the processes in place and **Mel** stated yes. **Gaylyn** is

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concerned with overrides and **Mel** stated this will become more of a challenge as we approach the end of fiscal year. **Linda** asked about the process in place to transfer money. **Mel** stated there are processes in place to move money from budgets. Linda suggested communicating common budget scenarios and the procedure to handle them.

Bruce stated further discussion will occur at the next meeting regarding the information item. Bruce suggested the group meet again prior to go live. A brief meeting will be held Monday, January 29th.

Bruce adjourned the meeting at 12:18 p.m.

Next Meeting Date:	February 12, 2007
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman