

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	January 29, 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	*	Jim Stainbrook (guest)

Opening Statements

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

Bruce invited Jim Stainbrook to the ESC meeting to discuss any back office concerns prior to go live. Bruce is concerned that 142 PI's have not completed training and will be unable to properly administer grants at go live. **Bill** is sending the 142 PI's and invitation for training in February. Bill emphasized the 142 PI's will be unable to approve purchases out of their grants without training. Over 100 grant PI's have been through training. **Mark** asked about a plan for PI's without training. **Bruce** stated support mechanisms are in place and will send someone to their office for assistance. **Bill** is okay with them coming to the Project Office for assistance.

Mel noted that the Chemistry department is comfortable with training sessions and the feedback was positive.

Bill is sending an invitation to Budget Administrators and Requesters to participate in February training. A reminder is going out this morning regarding the need to receive completed security forms. Around 60-70% forms have been returned and accounts are in the process of being activated.

Ron asked for clarification regarding PI training; PI's that participated in Budget Administrator training do not require PI training and **Bill** stated that is correct. **Ron** volunteered to meet with PI's with questions.

Back Office Preparation

Bruce asked Jim Stainbrook to discuss the Business Office's back office processes for go live. Need to identify the critical processes and fill the gaps to allow the back office to run smoothly.

Jim stated currently the office is clearing through all of invoices and payment orders and in good shape. There are very few left and as the invoices and payments orders come into the office they are being processed.

The Business Office is struggling a little with vendor input. Jim estimates a couple hundred vendors need to be entered. Three staff members are working on vendors that need to be entered by next Monday. **Bruce** asked if there is a process to verify the vendor contact information and **Jim** stated yes. Work is being completed to enter vendor contact information in AFIN and PeopleSoft to keep the vendor paid. Jim estimates that next Monday will be able to pay invoices and deliver checks. Maureen Ireland is assisting the Business Office during the first few days of go live. If a document is scanned and there is not a purchase order, it will be sent back for corrections. Jim stated Maureen will also be working with Purchasing on invoices. **Bill** stated exceptions in AFIN will be documented.

Linda distributed a draft memo for the group to review. The memo will be distributed prior to go live communicating the process and who to call with questions. Linda will visit offices this week in preparation for go live.

Bill stated communications will be sent this week regarding open sessions. Bill is sending Lori to Athletics on Monday for assistance and will send representatives to other areas as required.

Jim noted that Budget and Expense Transfers is another big area and believes it can be worked out. **Bruce** asked about transfers in the case of insufficient funds and what the process will be. **Jim** was unsure of the process. Mel stated there are two separate transfers; expense and transfers for areas that are in the red.

Mel stated an over-ride or exception process should go through scanning services to be documented in PeopleSoft. A requisition that is approved without sufficient funds, as an exception, Mel would like to see this document on the requisition. Mel is opposed to an exception process; however, if it is the only way get through now and July 1, 2007, the form needs to state it is not valid after July 1, 2007. **Bruce** noted the process should not be business as usual. There should be an evaluation of transfers. **Mel** stated there should be a scanned version of the document with override; this should be a short term exception process.

Bill will review and test overrides for the Business Office and document the process. **Linda** would like to review a few budgets without money and **Bill** will arrange for Linda to review the accounts. **Bill** also asked the functional leads to estimate the number of budgets and grants that will begin in FMS in the red.

Bruce stated the form needs to be created and a step by step process on how it will work for approval. Need to make a recommendation and send to Vice Presidents for feedback.

Bill stated this weekend as many processes as possible will be entered into production.

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Bruce stated 3-4 weeks into FMS a full audit on security will be conducted to assure everyone has the appropriate access and signatures are on file. Mike McComas is leaving February 11, 2007.

Bruce adjourned the meeting at 11:49 a.m.

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