



## Meeting Minutes

<b>Meeting Title:</b>	BG@100 Executive Steering Committee (ESC) Meeting
<b>Date:</b>	February 26, 2007
<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	*	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.

### PeopleSoft Project Status Update

**John G** stated there was a minor issue with the payroll encumbrance into general ledger. This was resolved last week and in the process of posting to general ledger.

There are some minor procedural issues in accounts payable. John will spend the next couple days reviewing the procedures to resolve this issue. The old procedure was to pay invoices as soon as they hit accounts payable; however, the project team decided the terms would be net 30. John indicated many vendors are being changed to pay immediately. **Bruce** stated the payment should be what is outlined in the agreement and **John** agreed. **John G** will look into this and report back to the committee.

### Action/Information Items

**Bill** presented Action Item CSS-A001, Moratorium on Application Development for Projects Associated with Student Administration. Bill outlined the following 3 alternatives for this action item:

#### Alternative #1:

- Implement without a moratorium

#### Alternative #2:

- Impose a moratorium without the review of the BG@100 Executive Steering Committee

#### Alternative #3:

- Impose a moratorium with all work to be completed submitted to the BG@100 Executive Steering Committee via an Action Item or Information Item. Information items would be regulatory releases. All other work outside of regulatory releases would be presented to the ESC group. The group that requests the change would be responsible to write up the document and present to the ESC group.

**Bill** asked the committee for input and revisions. **Bruce** stated calendar changes or modifications would fall out of this document but still managed in the project office. **Mark** stated it is difficult to define what all of the problems areas would be ahead of time. **Mark** asked if the definitions in Alternative #2 apply to Alternative #3. **Bill** wrote the document to include the definitions in Alternative #2 as a precaution if this group was not going to oversee the moratorium. **Bill** noted that in Alternative #2 he did add, " *The moratorium will need to be sensitive to the timeline for changes in Academic Structure/catalog*". **Mark** asked if there is an item that pertains to the catalogue; how he would know if it falls within the moratorium. **Bill** stated if it is going to create changes to a processing program then it necessary to present the item to the group. If it is going to create structural changes that the project team would need to adjust too, that should also be presented to the ESC group as an action item or information item. **Bruce** stated as the project moves forward the core team will recognize when items need to be frozen. **Bill** stated there is much reliance on departments to bring catalogue changes to their attention. **Bruce** stated that detail planning should outline and communicate when freezes need to happen. **Chris D** stated alternative #3 as worded implies every exception needs to be approved, but does not refer to information items. **Chris D** suggested adding the sentence from Alternative #2, "*Application bug fixes, mandated projects, and regulatory releases are excluded from the moratorium.*"; to Alternative #3. **Mark** also suggested the following sentence, "*The moratorium will need to be sensitive to the timeline for changes in Academic Structure/Catalog.*"; also be added to Alternative #3. **Bill** will make the changes.

**Mark** asked if the ESC can produce communications to the campus community regarding the responsibility of departments to communicate exceptions to this group. Units need to be aware they have the responsibility to communicate exceptions. **Ron** recommended communicating responsibility for exceptions during academic meetings, chair and dean's council and various colleges.

**Mark** asked if this is a rolling moratorium and **Bruce** stated yes. There will be models that will go live; Admissions may be first then Registration and Records etc. **Mark** asked about a timeline for the moratorium. **Bruce** stated through the entire implantation; sometime in 2009. **Bruce** stated the goal is to implement this in 24 months, but this is dependent on the university calendar. **Mark** stated updating the curriculum is important. If there is a new major or degree proposed; it needs to be presented to the ESC group or not? **Bill** stated a decision would have to be made if it will affect the project. **Chris C** noted it will depend on timing, but until we reach that point it would be teased out through project planning. **Mark** stated it is important for this group to communicate to the campus community restrictions that they may encounter on the academic side. **Bruce** stated the planning process will take this into consideration; there is a timeframe for each area to work within. **Bruce** stated the freeze date for exceptions may need to be moved back a week or two than normal; as it may make a difference in the project. **Bruce** stated it is important for regulatory or other items to come to this group so there is awareness.

A roll call vote was taken for Action Item CSS-A001 Alternative #3

Bruce Petryshak  
Linda Dobb

Alternative #3  
Absent

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BG@100 Executive Steering Committee

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Chris Dalton	Alternative #3
Mel Hudson-Nowak	Absent
Ed Whipple	Alternative #3
Ron Lancaster	Alternative #3
Gaylyn Finn	Alternative #3
Christopher Cox	Alternative #3
Mark Gromko	Alternative #3

**Bruce** adjourned the meeting at 11:22 a.m.

<b>Next Meeting Date:</b>	March 12, 2007
<b>Next Meeting Location:</b>	McFall Chart Room
<b>Minutes Prepared by:</b>	Ginny Pinkelman