



Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	March 26, 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	*	Melissa Hudson-Nowak
*	Chris Dalton	*	Mark Gromko
*	Ron Lancaster	*	Chris Cox
*	Gaylyn Finn	#	Ed Whipple
*	Bill Gerwin	*	Ginny Pinkelman
*	Toby Singer	*	Larry Smith
*	Cindy Fuller	*	Donna Wittwer
*	Art Herbert		

Opening Statements

Bruce called the meeting to order at 11:00 AM. Bruce introduced Art Herbert as the new Project Manager for Student.

PeopleSoft Project Status Update

Bill stated there were 3 issues/concerns. Month end reporting resulted in a variety of phone calls and has identified the issue as a problem with an old distribution table. **Larry** asked who is reviewing the list and **Bill** stated Trish and Faye.

The second issue is the PCard policy for grants. **Bill** stated Jen Milligan is in the process of making a change to the policy; previously PCards were issued to departments and grants could be purchased off the PCards. Grants Accounting is changing the policy so that PI's will have their own PCards and the Grants Accounting Office will manage the PCard. The policy should be in effect by April.

The third issue is the mismatch of invoices or vouchers. The project office consultant group noted last week there maybe a setup problem with the matching rule and reviewing. **Bill** has not received feedback regarding the outcome.

Accomplishments - **Bill** stated a second listproc for requesters has been setup for the Business Office. There are two listprocs for the Business Office: Budget Administrators and Requesters. 667 accounts have been activated in FMS; and an estimated 75-100 need to turn in forms or training. One set of training will be held in April. Those who choose not to attend training will not have access. **Bill** noted that staff is currently contacting people individually to register for training.

Some FMS Statistics as of March 20, 2007:

- 1893 entered requisitions
- 1075 completed requisitions
- 619 requisitions have been approved
- 172 pending requisitions

Purchase orders:

- 1849 entered
- 771 dispatched

Accounts Payable

- 7893 entered vouchers
- 5859 paid vouchers
- 2715 vendor checks have been created
- 68 bills have been processed from Grants Accounting
- 161 bills have been created from the Library

Bill stated training and documentation will be turned over to the Business and Purchasing Office by the end of April. Year end reporting is underway and **Bill** expects to be finished prior to year end. Testing will occur in May. **Gaylyn** asked if Andy Palm will be here longer than anticipated. **Bill** stated all of the consultants will be finished this week and if more are required the money would have to be found to pay for them. **Gaylyn** stated Trish advised testing would need to be completed. **Bill** urged the group as far back as December to work with the consultants in Gaylyn's area. **Bill** stated the consultants have been here a month longer than planned and if we keep them longer it will pull money from the Student side. **Mel** stated it will be important in April to ensure the correct skill sets are in hand to run a successful test. **Bruce** agreed and stated an extended discussion will be held.

Chris C stated balancing and reconciling funds and work study have been an issue; has there been progress. **Bill** stated John Konecny is compiling a work study task force group to review work study. **Bill** stated Suzanne Fahrer was working with Jen Milligan and was under the impression this was working out. **Bill** stated Grants Accounting will need to assist Suzanne since they control the budgets.

Chris C stated the second issue is multiple reporting accounts. **Bill** asked if this is multiple department cost centers. **Chris C** stated the issue is Financial Aid has over 434 different DCC's to track and nothing to discern one DCC from the other. **Larry** spoke with the Graduate College and the monthly payroll used to be 1 report and now it is multiple. **Chris C** stated the process of identifying reports is not easy. **Mel** stated the DCC is imbedded within the title of the report. **Mel** stated the right way may possibly be to use a query. **Bill** stated reporting is much more broken down. **Bill** suggested Financial Aid contact the project office for assistance.

Ron asked about assigning project codes for grants and if there is an issue. **Ron** was told by SPAR to use a make believe number. **Bill** state if the grant has not been awarded the money is not available to spend. **Ron** stated the grant is awarded, but was told to use a make believe number. **Linda** asked if it is a multi-year grant and **Ron** stated no it is a one year grant. **Bill** stated the issue is trying to spend money now when the grant does not begin until July. **Gaylyn** recommended **Ron** contact Jen Milligan for assistance. **Bill** stated the old system allowed spending ahead of time and this is not possible in FMS.

The minutes from the March 12 meeting were approved and can be posted to the web pending changes.

Expanded Perspectives Courses

Mark stated the go live date for the catalog is Friday and would like to speak with John Clark and Chris Cox about options and then bring back at a future date. **Phyllis** reviewed the catalogue and has some suggestions to review with Mark. **Bruce** stated since this document began prior to the moratorium process, it should proceed since it was prior to the moratorium. **Mark** stated at this point the document could not be included in the catalogue, but needs to discuss it with John Clark. **Chris C** is concerned about prioritization on all of the issues. Chris C needs to review grade and transcript policy and concerned how it would relate to other policy changes. **Mark** will work with Phyllis regarding short term changes. **Linda** is meeting with Chris C, Bill and Bruce every two weeks to address concerns regarding the Student phase.

Action/Information Items

Donna Wittwer presented Action Item HCM -A026; Limit Search Capabilities to HCM Departments Only. There have been some issues with the FMS implementation and how it relates to entering data. There are 2850 DCC's in FMS; in HCM there were only 260 departments. There is an issue due to sharing the same table. Since the same table is shared, when job data is entered and the wrong DCC is entered they vanish because there are only 260 DCC's on the HCM security tree. If a department has 484 and the wrong one is entered; people vanish. It takes manual time to find them, correct and get them back, however; they still get paid. To enter data on a person in HCM, the end user must use the search function for the correct department number to assign a person. This process currently includes searching 2,850 department cost centers.

Alternative #1

- Continue as is

Alternative #2

- Add all department cost centers to the department security tree

Alternative #3

- Set the department table search page to pull only HCM departments

Donna noted she and Larry would be responsible for Alternative #2; responsible for 2,850 DCC's on the security tree and maintaining it. The maintenance would cause complications. Donna suggests limiting the DCC and would like to offer Alternative #3 as the solution and limit the number of DCC's in the search tree.

Discussion ensued.

Roll call vote for Action Item HCM-A026:

Bruce Petryshak	Alternative #3
Linda Dobb	Absent
Chris Dalton	Alternative #3
Mel Hudson-Nowak	Alternative #3
Ed Whipple	Absent
Ron Lancaster	Alternative #3
Gaylyn Finn	Alternative #3
Chris Cox	Alternative #3
Mark Gromko	Alternative #3

Due to time, **Bruce** moved information item MOR-001 to the next meeting. **Bill** expressed concern as people are waiting to use this. **Bruce** stated to proceed with using it and discuss it at the next meeting. **Chris C** expressed concern regarding resources. **Bruce** stated to work with John Konecny.

Bruce adjourned the meeting at 12:00 pm.

Next Meeting Date:	April 9, 2007
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman