

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	May 14, 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	*	Camille Consolvo (for Ed Whipple)
*	Cindy Fuller	*	Rich Kasch (guest)
*	Art Herbert	*	Lori Beeman (guest)

Opening Statements

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

Minutes

The minutes from the April 23 meeting were approved pending changes.

Action/Information Items

Bill presented Information Item MOR-0002, ACT Test Score Loads. **Bill** noted approval to move forward on this information item was approved at an earlier ESC meeting. ACT has changed the way tests scores will be reported to BGSU. BGSU is now required to receive scores through the ACT Internet Reporting Option. The process has started and is an estimated 15 hours for completion.

Bill presented Information Item MOR-0003, SIGMA/SAM Required Aid Year Updates. This information item is for the financial aid yearly changes. This is an estimated 1,200-1,500 hours for completion and includes the releases that began in December. The releases must be tested and installed in order for BGSU to be in compliance. **Mel** asked if there will be more released and **Bill** stated this covers all of the financial aid SIGMA releases.

Ron stated earlier in the process there was a concern regarding the timing of the PeopleSoft updates that correspond to the financial aid updates. **Bill** has not received information at this point, but will bring it to a future meeting.

Bill presented Information Item CSS-0002, Term Values Table in PeopleSoft. In AMS SIS, the year/term identifier is a 5 character field. In PeopleSoft this is a 4 digit code and a new coding

scheme will be required. After the team researched how other universities used the 4 digit coding, the group will use the following term value and term description naming standards:

Character 1 will represent the century (1 for 1900-1999, 2 for 2000-2099, 3 for 2100-2199 etc)

Character 2-3 will represent the last 2 characters of the year

Character 4 will represent the corresponding term (0 = winter, 2 = spring, 5 = summer and 8 = fall)

As an example, the summer 2007 term currently is 2007/2. In PeopleSoft the same term would read 2075. All previous terms will need to be coded as well and there is room for expansion. The short or long description will accompany the term or be the actual designation on all web pages and reports. An example of the summer 2007 term short description is 2007 summer. The long description example is summer semester 2007.

Linda asked if people will see the codes and descriptions. **Bill** stated the end user will need to search for the term and the search result will generate the appropriate code.

Bill presented Action Item MOR-A001, Grade of 'W' on transcripts. This action item relates to 'W' withdraw grading. In the current system when a student withdraws within the first few weeks of a semester the withdraw is processed and the course eventually is removed from the students record. The current process places risks with Financial Aid, 15th day reporting and official transcript records. This action item requests the 'W' code remain on the student's record long term. The following alternatives are proposed:

Alternative #1

- Do nothing at this time and have the new policy standards designed as part of the implementation of PeopleSoft Student Administration.

Alternative #2

- Reconfigure the SIS, SAM and Bursar system in order to retain the 'W' classes long term on the student's record; this alternative would have an August 2007 due date.

Alternative #3

- Implement Alternative #2 for the fall 2008 catalog year.

Chris D asked what the timeframe is for Alternative #1. **Bill** projected a fall 2008 timeframe; however, there are a lot of issues to schedule. If this is pushed back to a spring 2009 implementation, it would begin showing in PeopleSoft at that time with Alternative #1.

Mark clarified the description and indicated there are 2 policies. One is the drop/add policy whereas students can drop/add individual courses up to the 10th week. Additionally, there is a withdraw from the University policy for all courses. **Mark** stated any kind of grade other than 'W' stays on the record.

Ron approved of Alternative #1. **Mel** seconded the approval with the addition of an audit trail.

Roll call vote for Action Item MOR-A001, modified to include an audit trail for 15th day reporting:

Bruce Petryshak	Alternative #1
Linda Dobb	Alternative #1
Chris Dalton	Alternative #1
Mel Hudson-Nowak	Alternative #1
Camille Consolvo for Ed Whipple	Alternative #1
Ron Lancaster	Alternative #1
Gaylyn Finn	Alternative #1
Chris Cox	Absent
Mark Gromko	No

FMS Lessons Learned

Rich Kasch presented an Executive Summary and Detailed Report of FMS Lessons Learned. Rich noted that the success of the FMS Implementation is due to the many good decisions and hard work of the project team members and many others across campus. This review will take those strengths and room for improvement and apply them to the next phase of the project. Committee members who worked on the documents are; Rich Kasch, Jerry Ameling, Lori Beeman, Deb Clink and Salu Joseph.

Input was collected through a variety of means; brainstorming sessions with the project team members, BG@100 Executive Steering Committee Members and multiple group interviews organized by the roles established during FMS project planning session were held with staff members working within those roles. The roles translated into six group meetings: Major Stakeholders, Senior Administrators, Budget Administrators, Requesters and Back Office Resources. Project Managers, Principle Investigators and Special Category Approver groups were combined into one group meeting.

Summary of Strengths

- Effective process to address customizations
- End user training played a major factor in implementation success

Room for Improvement Summary

- The project timeline became date-driven rather than task driven; it is suggested to have alternative deadlines and cost benefit analysis
- Development of security took too long
- Report delivery process is perceived to be cumbersome
- Need more training resources
- Need to coordinate training schedule with job duties impacted by the new system
- Lack of HCM staff involved

Recommendations

- Communication with all affected areas of the University
 - Continue with the Action Item request system
 - Communicate decisions with all levels of resources; due dates/consequences
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- Areas emphasized for training; accurate training materials, communication of system procedure training, pinpoint training for resources, merging of BGSU documentation and additional training resources
- 1 full time system trainer should be based in ITS to update and maintain all system training materials

Bruce asked if there is a plan on how to incorporate the recommendations and **Bill** plans to have the project team create a response.

Mel asked if there is a plan to archive reports. **Bruce** stated there is a need for a records retention policy. **Camille** asked who the data manager is. Bruce stated the official record is the PeopleSoft system. **Linda** suggested inviting Anne Jenks to an ESC meeting. **Chris D** suggested an operations person should also be included. **Mel** volunteered to meet with Anne.

Project Update

Art stated the project team is creating a list of interfaces. Existing back office reports are being collected for review. Business processes are being mapped and are rather complex. The project team has reviewed the executive strategic outline that was created February 2004.

Three of the four consultants have been identified for Admissions, Financial Aid and Student Financial.

Bill stated there is one FMS related issue. It appears there is a commitment control issue with FMS. Some vouchers are not encumbering dollars. Bill stated it is important to have someone in the financial area monitor commitment control. Bill believes this is a PeopleSoft bug and exploring the issue. **Mel** volunteered to assist in the process.

Bruce adjourned the meeting at 11:45 a.m.

Next Meeting Date:	June 11, 2007
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman