

## Meeting Minutes

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|-----------------------|---|
| <b>Meeting Title:</b> | BG@100 Executive Steering Committee (ESC) Meeting |
| <b>Date:</b>          | June 25, 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 | * | Melissa Hudson-Nowak |
| #     | Linda Dobb      | * | Chris Cox            |
| #     | Ron Lancaster   | * | Ed Whipple           |
| *     | Gaylyn Finn     | * | Cindy Fuller         |
| *     | Bill Gerwin     | * | Ginny Pinkelman      |
| *     | Sheri Stoll     | * | Jen Milligan         |
| *     | Phyllis Short   | * | Michelle Simons      |
| #     | Art Herbert     | * | Suzanne Fahrer       |
| *     | Mark Gromko     |   |                      |
|       |                 |   |                      |

### Opening Statements

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

### Minutes

The minutes from the June 11 meeting was approved and can be posted to the web pending changes.

### PeopleSoft Project Status Update

**Bill** stated the Financial Aid consultant candidate accepted a different position. Interviews were held last week with 3 candidates and another candidate this week. **Bill** is hopeful a decision can be made in the next week.

Ayman Omar, Technical Consultant is leaving July 12 and interviews are underway for a replacement. Three Student Administrative Consultants; David Ehrlich, Kristen Baldelli and Steve Hamrock recently joined the team.

Fit Gap for Admissions will begin this afternoon at 1:00 p.m. The agenda for Fit Gap is on the BG@100 web site. Fit Gap for Student Financial begins July 9 at 1:00 p.m.

**Ed** asked if the consultants are experts in a particular function. **Bill** stated generally they are people who have been at other universities and implemented PeopleSoft. **Bruce** stated the primary expertise is in PeopleSoft. The Fit Gap objective is to locate gaps in our business and what PeopleSoft can provide. **Bruce** stated the goal is not to duplicate everything; Fit Gap is to address what we need and what we want to do. Some functionality could disappear. **Ed** asked if the 6 weeks for Fit Gap 6 is a set time. **Bill** stated it depends on implementation. **Bruce** state the timeframe is not carved in stone. **Mel** asked that a list of people who have been invited to Fit Gap be sent to the ESC members; **Bill** will forward this information to **Mel**.

**Action/Information Items**

**Michelle** presented HCM A027, Management of Federal Work Study (FWS) that was presented at the last meeting. The ESC asked for the action item to be amended and brought back. The group reviewed the business practice behind department allocations and how to set up the allocation so departments spend 100% of their FWS funds and not go over. 100% would be allocated to the department and the customization would be set up so that when the department spends it's 100% then all FWS would be switched to 100% department funding. The "bank"; a pool of dollars used for going over FWS funds would cover the overage. **Suzanne** would budget for departments going over and add to the "bank". At the point a department goes over; the "bank" would cover the 1 time overage on that particular table. **Michelle** stated there is extra money this year so it won't impact FWS allocations for 07-08 and it will also eliminate the manual review. **Gaylyn** asked if this will automatically place students from work study to regular payroll. **Michelle** stated this does not change the department's responsibility to monitor the allocations but it will make it easier for them to monitor. **Suzanne** noted departments can look at the web site FA implemented or their own department spending.

**Mel** asked if this will reduce the amount of manual work. **Michelle** stated the new process will automatically switch the student to regular pay. **Jan** stated there are 2 different areas that presently involve manual labor. One is the detection and switching off which involves completing the HCM actual changes in the budget from work study to operating; this is all being detected automatically. The second is the retro funding. This customization will detect and change the student funding automatically. Both manual sides of the process are eliminated. **Bill** noted this is a new item for grants accounting to monitor.

Roll call vote for Action Item HCM-A027 (as modified):

|                  |                |
|------------------|----------------|
| Bruce Petryshak  | Alternative #2 |
| Linda Dobb       | Absent         |
| Sheri Stoll      | Alternative #2 |
| Mel Hudson-Nowak | Alternative #2 |
| Ed Whipple       | Alternative #2 |
| Ron Lancaster    | Absent         |
| Gaylyn Finn      | Alternative #2 |
| Chris Cox        | Alternative #2 |
| Mark Gromko      | Alternative #2 |

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

|                               |                   |
|-------------------------------|-------------------|
| <b>Next Meeting Date:</b>     | June 11, 2007     |
| <b>Next Meeting Location:</b> | McFall Chart Room |
| <b>Minutes Prepared by:</b>   | Ginny Pinkelman   |

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