

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	July 9, 2007
Time:	11:00 AM ET
Location:	McFall Chart Room

Invitees/Attendees (* in attendance, # absent, + substitute, = by conference call)

Names			
*	Bruce Petryshak	#	Ginny Pinkelman
*	Linda Dobb	*	Cindy Fuller
*	Mark Gromko	*	Bill Gerwin
*	Ed Whipple	*	Phyllis Short
*	Sheri Stoll	*	Art Herbert
*	Melissa Hudson-Nowak	*	Mark Strang
*	Chris Cox	*	Al Gonzalez
*	Ron Lancaster		
#	Gaylyn Finn		

Opening Statements

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

Bruce stated there is a modification to Action Item MOR-A003; Bruce suggested this item be moved to an information item. MOR-A003 will be presented as an information item and will not take a roll call vote.

Minutes

The minutes from the June 25 meeting were approved pending changes.

PeopleSoft Project Status Update

Art stated the Admissions Fit Gap sessions are underway. A session will be held today at 1:00 p.m. regarding the Graduate College admission application and the MBA application. The Student Financial Fit Gap session begins tomorrow at 9:00 a.m. Student Records will have their first session on July 24 at 1:00 p.m. Financial Aid is the last module. Robbie deLeur has been selected as the Financial Aid consultant and she arrives July 23. The current Technical Lead leaves this Friday. A contract for replacement is underway.

Chris asked how Fit Gap is going and **Bill** stated the first week went very well. It can be rough in the beginning but getting through can take some time. Bill is impressed with the planning and looking forward to getting started. **Bruce** asked what the impact would be if for example Student Financial were delayed until August/September. **Bill** stated the scope planning could not begin until Fit Gap is completed. If for example Student Financial were delayed, the scope could not be completed for that module. Fit Gap leads into scope and scope leads into the detailed project planning. ESC needs to look at the scope documents before moving forward.

Sheri asked for a definition of Fit Gap. **Bill** stated process flow diagrams were developed during the last five months for existing processes in offices that deal with student. The functional consultants will work with the functional leads and back office computer experts. The consultants will invite people to go through the processes to show how PeopleSoft will do the business. Fit Gap is a process to identify the gaps in processes today (in PeopleSoft). Gaps need to be evaluated as to how we are going to cover a gap. Using PeopleSoft is first priority and if it is not possible then other alternatives will be reviewed.

Sheri asked how much involvement would the back office individuals have in the Fit Gap process. **Bill** stated key supervisory level people in office should be able to make decisions; however, if the back office staff want to attend that is fine. **Sheri** asked if key people need to devote time to Fit Gap outside of the sessions and **Bill** stated that is happening in the project office, not the back office.

Art stated one of the subject matter experts may take a homework item from one of the sessions or an issue collected; a topic may go more than one session. **Sheri** clarified there is no training going on during these sessions and **Bill** stated no; this is a review of business processes and how PeopleSoft will carry out the process.

Bill stated during previous implementations, most consultants will do what is best for customer service. If the functional lead says we need to make it happen a certain way, they will do what they can to make that happen. If there is a challenge, we can look at other universities to see how they have handled the situation.

Sheri asked where those discussions are occurring; Fit Gap, Scope etc., and **Bill** stated in modeling. **Bruce** clarified after scope. **Bruce** stated modeling exercises can impact scope and that is how action items come into play.

Sheri asked as we get into modeling and data mapping, is there a finite period during which we will do things. **Bill** stated modeling will go up to and beyond when we do training. **Bill** would not be surprised if modeling extended 6 months or more and then flowed into training and the test period.

Sheri asked if the team is using test data or live data and **Bill** stated it is a combination of both. Will try to load BGSU data into test system and not as easy as it may sound. A lot of things going on in parallel and much integration involved in the system. The modeling phase is important and will try to keep it as close to BGSU as possible. During the testing phase the BGSU data needs to be converted.

Sheri asked if primary users will be trained or everyone. **Bill** stated the training plan includes everyone. **Bill** stated a combination of training tools will be used. **Bill** stated the back office users have the most complex training. **Bill** hopes to hire more trainers and double the staff.

Art stated usually most gaps are found by state mandated or local requirements.

Bill stated there are pieces of student finance that we may need to skip until the financial aid consultant begins.

Bruce asked if any feedback has been received from the Bursar Office or Registration & Records regarding Fit Gap attendance and participation. **Bill** stated Admissions is the only Fit Gap so far and had a couple people from Registration Records attend. **Bruce** is more concerned about the planned attendance and participation over the next few weeks. **Bill** stated the functional leads are handling the invitations and speaking with the offices regarding the schedule. **Chris** stated that not much heads up was given prior to the scheduling and struggling at best. **Chris** has received two invitations for Student Financials and sent a couple people to Admissions (but did not receive an invitation).

Ron stated everyone should have access to the Fit Gap schedule. **Cindy** noted that Admissions and Student Financial Fit Gap sessions are on the web site. **Bill** asked Cindy to place more emphasis on the web site with the Fit Gap sessions. **Bruce** asked if other offices are struggling with the schedule and **Chris** stated Student Financials. **Mel** stated the Fit Gap schedule and attendance should be evaluated. **Bruce** asked when O-Reg ends and **Chris** stated July 19.

Chris asked about the Campus Community and **Art** stated after the final consultant arrives on July 23, the team leadership will lay it out. **Art** stated Beth Ann Wright is setting up those sessions. **Bill** stated Beth Ann Wright is the HR/Payroll Functional Lead. **Bruce** asked prior to moving forward to get confirmation from key offices that they will be able to participate. **Mel** suggested someone speak with Tawn regarding the schedule and attendance. **Art** stated it is his understanding that the team will put together the agenda and scheduling. An invitation will be sent to subject matter experts and the meetings published.

Bruce is concerned that some offices because of other pressures will not be able to properly participate. **Bruce** suggested delaying the Fit Gap schedule. **Mel** suggested speaking with Tawn to identify critical dates for the Bursar Office. **Bill** checked with Student Financial offices, but didn't go beyond the primary back office.

Bruce stated that if we are going to miss key people. We need to identify the dates that would help get key people involved. How long will it take to assess the impact and get dates for the right people to be involved?

Bruce asked for an update on the process documentation. **Bill** stated there is still work to be completed. **Phyllis** stated Financial Aid is complete, but unsure about Admissions. **Bill** suggested identifying sessions that maybe missed by key people and re-plan the session. **Bruce** is unsure about a recap of the session; if key people will miss session it seems like a waste of time and we don't have verification from Bursar's Office regarding attendance. **Bruce** asked to contact the Bursar Office quickly to verify attendance. **Chris** stated the directors discussed having at least one person from each area at every Fit Gap session.

Bruce stated based on discussions that Fit Gap should be delayed. **Sheri** asked if there is significance to the order and **Bill** stated at the moment there is not. If we hold off for two weeks, does that solve the majority of the problem? **Bill** stated depending on the topic some people could miss important topics. **Chris** can get people there for Admissions Fit Gap, but concerned about Registration. **Ed** asked why this was not discussed at the front end. **Chris** stated last year it was agreed February/March were good times. **Bruce** stated the lack of consultants delayed the process. **Art** asked if the leads could finish schedules through the end of July and then have the appropriate people review. **Bill** stated to delay Financials for two weeks and follow up with Tawn regarding the next two weeks of July. Financials will be delayed.

Action/Information Items

Chris presented Information Item MOR-A004, Electronic Transcript Exchange. Chris stated OBR has mandated that all schools will use the state's Articulation Transfer Clearinghouse to transmit and receive transcripts by the end of 2007. BGSU built a tool that will formulate the transcript data in a form that can be sent to ATC for submission to the target institution. Funding will be appropriately allocated to ITS and Registration and Records.

Mark Strang presented Information Item MOR-A005, Social Security Number on build to Student Patron File from SIS for Library. This information item has to do with the interface between the SIS system and the Library system. Mark Strang stated the programming is complete and it was loaded this morning.

Mel noted if there are any business processes/practices that still use social security number to let someone know as it should be reviewed.

Bruce adjourned the meeting at 11:53 AM.

Next Meeting Date:	July 23, 2007
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman