

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	September 24, 2007
Time:	11:00 AM ET
Location:	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	*	John Konecny
*	Al Gonzalez	*	Eric Zahnle
#	Brian Rellinger	*	Greg Guzman
*	Shirley Baugher		

Opening Statements

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

Minutes

The minutes from the July 9, August 13 and September 10 meetings were approved and can be posted to the web.

PeopleSoft Project Status Update

Bill announced that Leslie Wilbourn will join the team as the new Project Manager by mid October.

Fit Gap sessions are progressing well; 86% finished with Admissions, 64% finished with Student Records, 58% finished with Student Finance and 20% finished with Student Financials due to a late start for the consultant. Session notes and Fit Gap agendas are published on the web.

Student Administration Communications Plan

Cindy stated the communication plan is similar to the HR and Finance plan and serves as a general overview for student communications.

Ron asked if he should continue meeting with the deans twice a semester and it was agreed Ron could discontinue these meetings.

Ed stated the document addresses communication coming from ITS, but does it allow for communication the other way? **Cindy** stated the focus of the document is communication that ITS will send out; incorporated in the document is the web site, email address and open forums as a means to request information. **Ed** suggested highlighting that in the introduction and **Cindy**

will make the change. **Bruce** also asked that the document list the subject matter experts and core members of the team. **Chris** asked who is responsible for meeting requests and **Cindy** will clarify.

Action/Information Items

Action Item HCM-A028 Graduate Assistants Payroll Upload

Bruce is concerned this action item maybe jumping ahead. Fit Gap is underway for Student and this is a system in the Graduate College that may or may not exist in the future. Bruce asked if there has been an evaluation; can PeopleSoft do the work and if not what is missing.

Eric stated during the HCM implementation they met with consultants extensively. Much has to do with timing; contract offers and when they are mailed. Eric stated after meeting with the consultants it was determined there really is not anything in student that would assist with this process. One benefit would be with student fee waivers. Currently, the Graduate College works with the Bursar Office to process fee waivers. One area of improvement would be eliminating file maker pro to the Bursar and Financial Aid Offices.

Eric stated they are evaluating how to reduce redundant data entry. Eric is not sure where we can benefit unless there are heavy customizations. **Bruce** asked if part of it is the timing for contracts not able to be processed in HCM. **John** stated it would take a customization and did not have details. **Eric** stated the last time it was discussed was during the HCM implementation.

Eric stated database system currently has three tiers; fund allocations, contract offers and payroll. Much work in this database is upfront and the last step is payroll. **Bruce** asked if eHire was evaluated. **Eric** stated it is one possibility they are looking at for this solution. **Eric** stated eHire really doesn't reduce the redundant data entry. It would shift the work to the outside offices. Contract offers would go out a month ahead of time and the department would have to use eHire to hire them and get them into the payroll system. This may or may not reduce the redundant work.

John stated eHire could be used to load the data. There maybe additional pieces to enter manually but John believes it is a small piece. eHire could possibly be modified to cover the additional fields.

Eric stated if we go with eHire, it would be a policy change to move work from the Graduate college to the other departments; about 70-80 departments.

Shirley is concerned about moving the work out to departments until we have quality controls in place. **John** stated eHire could be used for the Graduate College and not distribute the work out to other departments. **Eric** stated the goal is to reduce the workload. **Eric** stated the goal is to leverage technology and work with ITS and not oppose to anything that would make things more efficient. **Bill** stated this action item does not address the allocation or fee waiver issue; this is only loading for payroll.

John stated there are some pieces of work that involve limited knowledge, amount of time and resources (HCM support team has 2 individuals now). There are still issues to get through. John would need to leap frog other projects that are in process and has concerns about the amount of time. **Bruce** stated tax table updates are coming up. **John** also added the tenure maintenance model and salary uploads. **Bruce** asked if this action item could be completed by the suggested date and **John** stated no. **Ron** suggested eliminating the mailing of paper contracts that require a signed signature. A great deal of money and time is spent mailing contracts. **Ron** asked if there is something to expedite and streamline the process.

Eric stated there are many steps involved in the process and redesigning the process would be difficult. **Linda** asked if there is an interface through the admissions process and HCM. **Bill**

BG@100 Executive Steering Committee

would have to set the job data. Linda is not comfortable voting on this action item and not sure the committee is ready to vote. **Linda** stated some of this could be handled by the student phase. **Eric** stated the personal bio would be there, but no link to the admissions model. **Linda** asked that the team review how other universities are using the admissions model and **Bill** will inquire with Akron.

Bruce would like to look at a more complete solution and stated there is ability for electronic signatures. There is an enhanced version with eHire.

Eric stated some research has been conducted with Stoneybrook, Delaware and Akron and there was nothing to support this type of process.

Bruce asked that this action item be tabled for further study.

Bruce adjourned the meeting at 11:30 am.

Next Meeting Date:	October 22, 2007
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman