

Meeting Minutes

Meeting Title:	BGSU Executive Steering Committee (ESC) Meeting - Administrative Systems
Date:	April 12, 2004
Time:	10:15 AM ET
Location:	McFall Chart Room

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

Names			
*	Bruce Petryshak	*	Terry Again
*	Linda Dobb	*	Scott Porter, PeopleSoft VP- Solutions Delivery
*	Chris Dalton	#	Kathleen Martin
*	Ron Lancaster	#	Toby Singer
*	Charlotte Petryshak		
*	Dale Schroeder		
*	Cindy Fuller		

Bruce Petryshak welcomed all to the meeting at 10:15 a.m. Introductions were followed by a review of minutes from the March 29 meeting. One change to the first item in the seventh paragraph was suggested ('regular updates *and* the project' to 'regular updates *on* the project'). Minutes were approved with the suggested change. Minutes will be posted on the project web page.

Terry Again asked for input on the proper logo to use on documentation. Fuller will check with Marketing & Communications for standards and provide information to the Implementation committee.

Terry Again provided a PeopleSoft Project Status update. The structure phase is currently being completed. The fit gap sessions for human resources, benefits, payroll should be completed during the week of April 21. Software installation began today and will be completed during the next three weeks. The project plan is under development. The Implementation Planning Workshop (IPW) will take place during the last week of April. Deliverables from the IPW will be the project charter, project timeline, scope, and mission statement. The week of May 3 will be used for development of the project strategy.

Suggested revisions to the Executive Strategic Outline draft were reviewed and discussed. Committee members may further review the document and send any additional recommended changes to Fuller by April 22. Suggested changes will again be distributed to committee members for consideration. Approval of the document will be an agenda item for the next meeting.

Charlotte Petryshak presented four Informational Item documents. These documents are entitled: HCM-0001 Worked and Leave Time reported as hours and decimals in PeopleSoft; HCM-0002 Medical and Dependent Life Insurance Deductions Taken Twice per Month for Classified Staff; HCM 0003-Employee and Student ID Numbers; HCM-0004 BGNet Email Accounts for Self Service and Workflow. Informational Items will have an impact beyond Human Resources, Benefits, and Payroll and are distributed to the committee for review prior to each ESC meeting. Any concerns or questions with the Information Items will be discussed at the ESC meeting. After each document has been presented as an ESC agenda item, approval of the document will be assumed unless otherwise noted. The four documents presented at this meeting were approved and will be posted at the project web site.

A draft Communications Plan was distributed for review. Any comments or suggestions regarding the plan should be forwarded to Cindy Fuller by April 22. Approval of the document will be an agenda item for the next meeting.

Next Meeting Date:	April 26, 2004, 11:00 AM ET
Next Meeting Location:	Chart Room - McFall
Minutes Prepared by:	Cindy Fuller