

## Meeting Minutes

<b>Meeting Title:</b>	BG@100 Executive Steering Committee (ESC) Meeting
<b>Date:</b>	May 10, 2004
<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	*	Toby Singer
*	Linda Dobb		
#	Chris Dalton	*	Larry Smith (Charlotte Petryshak alternate)
#	Ron Lancaster		
#	Charlotte Petryshak		
*	Dale Schroeder		
*	Cindy Fuller		

Bruce Petryshak welcomed all to the meeting and called the meeting to order. The minutes from the April 12 meeting were reviewed and approved. The minutes will be posted to the web site.

Bruce Petryshak provided a project status update.

Task Order #1 concluded on April 30 and was completed at 77% of the budget.

Hardware installs have been accomplished and the HCM software install was finished on April 28. Finance and Student Administration software installation will be completed in the fourth quarter of 2004. The deliverables for PeopleSoft Task Order #1 were the Fit Gap Reports for Benefits, Commitment Accounting, Human Resources, Payroll, Recruitment, Time & Labor, Self-service, Interfaces, Reports, and Action Items; Project Plans for HCM Phase One, Data Warehouse; and the Project Charter. These deliverables are being reviewed for quality and completeness prior to deciding how to move forward with PeopleSoft and Task Order #2.

The project continues to search for space. The AAA building on Wooster Street is being reviewed as a possible site for the project team. Bob Waddle is negotiating for use of this space.

New Team Members are Phyllis Short as Interface Lead and Mark Heider as Reports Lead. The Training Lead position remains to be filled.

Current resources are being reviewed to decide how to best fit current resources into the project and continue to support legacy systems. Term contract employees will be hired as developers for functional technical expertise and to backfill ITS resources. A technical resources from PeopleSoft will be contracted.

Approximately six months into the project Document Imaging & Workflow and Data Warehousing will be introduced as breakout projects. A reorganization of current resources to provide personnel for these areas is being reviewed. Project leads will report to Bruce Petryshak.

The Executive Strategic Outline and Communication Plan were approved and will be posted to the web site. Approval was given to the project name of BG@100 as submitted by Linda Dobb.

The following Information Items were presented by Larry Smith:

HCM-0005	Implement Partial Position Management Functionality
HCM-0006	Employer contributions to retirement plans and employee benefits will be shown on pay advice
HCM-0007	403(b) and 457 Plans - Employee election for a Tax Deferred Annuity
HCM-0008	Printed Direct Deposit Pay Stubs Eliminated, View Pay Advices On-line
HCM-0009	Days in a fiscal year - Set standard of 260 days
HCM-0010	Name Prefix

Information Items were approved and will be added to the web site.

Cindy Fuller provided a communications update. Information about the open forums to be held on May 18, 20, and 26 has been publicized via the *Connect* newsletter, Headlines section of the CIO's web page, on the project web page, in the *Monitor*, has been added to the Events calendar and will be sent out through Marketing & Communications broadcast email the week of May 10. A listproc and email address (BGat100@bgsu.edu) has been established. Approximately 100 people have requested to be added to the listproc. Web page updates are being reviewed and will be completed prior to the open forums.

Dale Schroeder provided a budget update. Receipts from PeopleSoft for travel and people have been submitted and are being reviewed prior to processing for payment.

<b>Next Meeting Date:</b>	May 24, 2004, 11:00-12:00 AM ET
<b>Next Meeting Location:</b>	McFall Chart Room
<b>Minutes Prepared by:</b>	Cindy Fuller