

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	July 12, 2004
Time:	11:00 AM ET
Location:	McFall Chart Room

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

Names			
*	Bruce Petryshak	*	Toby Singer
*	Linda Dobb		
*	Chris Dalton		
*	Ron Lancaster		
*	Charlotte Petryshak		
*	Dale Schroeder		
*	Cindy Fuller		

1 Opening Statements

Bruce Petryshak welcomed all to the meeting and was pleased to announce a consortium partner. The University of Toledo announced to their campus last Wednesday that they have selected PeopleSoft for implementation and will be joining with BGSU in the consortium. UT's implementation will require additional software that had not previously been purchased. The purchase of these additional software modules will benefit BGSU also. Publicity regarding the partnership, including press releases, will be coordinated and agreed upon by both universities prior to release. Kim McBroom will be coordinating this for BGSU. There will be a meeting with MCO tomorrow to further discuss the possibility of their joining the consortium.

2 Approval of Minutes

The minutes from the June 14, 2004 meeting were reviewed and approved. The minutes will be posted to the BG@100 web site.

3 Project Status Update

Bruce Petryshak reported that Shelley Merz and Dallas Hayes have joined the project team. Shelley has joined the team in the role of Administrative Assistant and Dallas Hayes is a PeopleSoft Conversion Consultant. Fifteen applications have been received for the Applications Developer position and are being reviewed. Project Manager candidates from CIBER will be interviewed during this week and next week.

The lease for office space in the AAA building on Wooster Street has been signed. A quote for "experienced" Steelcase furniture has been received. Carpeting has been ordered and restroom facilities are being renovated. Phone, data, and electrical availability are being reviewed and updated as needed.

The Functional team continues to build configuration tables and the technical team is completing data mapping. A Query workshop will be offered to team members on Thursday, July 15. Charlotte Petryshak will teach the workshop.

4 Looking Forward

Once a project manager has been identified, the "clock will begin ticking" toward the first "go live" date for the HCM implementation.

As more progress is made on AAA building renovations, a move date will be identified. This date could possibly be in August 2005.

The next ESC meeting will be held on July 26 at 11:00 a.m. This would be a fourth Monday of the month meeting that will be held if there are action items for consideration. An email will be sent on or before July 21 if this meeting will not be held.

5 Portal Update

Toby Singer provided a portal update. In addition to the project details outlined at the last ESC meeting, a project plan is being developed. This plan should be ready to share at the next ESC meeting. The single sign-on portion of the project will be a focus for project team development and implementation.

6 Action and Information Items

Charlotte Petryshak presented four Information Items for consideration. These included

- › HCM-0011 - Classified Employees With Non-traditional Work Schedules Must Complete Time Sheets
- › HCM-0012 - Intermittent 1000 Hour Threshold Time Period Change
- › HCM-0013 - Faculty Sick Leave Process Will Not Change
- › HCM-0014 - Classified Staff End of Probation Pay Increase

The committee presented several questions regarding the documents. Charlotte will research the answers and communicate to committee members.

7 Communications Review

Cindy Fuller reported that the next open forum is scheduled for July 22 at 9 a.m. Weekly updates will continue to be included in the Monitor. The project web pages have been updated to include the logo and mission statement.

Bruce Petryshak adjourned the meeting at 11:30 a.m.

Next Meeting Date:	July 26, 2004, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Cindy Fuller
