

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	August 9, 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	#	Ben Santelman
#	Chris Dalton	*	Shelley Merz
#	Ron Lancaster		
*	Charlotte Petryshak		
*	Dale Schroeder		
*	Cindy Fuller		

1 Opening Statements

Bruce Petryshak welcomed everyone to the meeting and noted that Chris Dalton, Ron Lancaster, and Ben Santelman were not able to attend.

2 Approval of Minutes

The minutes from the July 12, 2004 meeting were reviewed and approved. The minutes will be posted to the BG@100 website.

3 Project Status Update

Bruce Petryshak reported that Ben Santelman joined the project team on August 2. Ben Santelman is a CIBER consultant who has joined the team as the Project Manager. Now that he is part of the team, the “clock began ticking” again toward the first “go live” date for the HCM implementation. Also joining the team on August 2 were Joan Jaffray, the Training Lead, and Kriss Ferluga, the Change Management Coordinator. Tammy Ludwig is transitioning from ITS to the project team and will be the Testing Lead. Bruce Petryshak also mentioned that Gail Bentivegna, a PeopleSoft consultant, will not be able to return to the team due to illness. Kevin Washington, who is currently a team member, will fill in for this role due to his Payroll background. Seven interviews for the Application Developer positions have been scheduled for the week of August 16. There may be re-advertising of the position in order to obtain additional applicants.

Work progresses on the move to the AAA building on Wooster Street. Currently the project is awaiting electrical permits from the city. Team members are currently being housed in Hayes Hall. Charlotte Petryshak reported that any Application Developers hired would most likely start in September. She said that Donna Wittwer, Karen Woods, Larry Smith, and she have offered to share space in their offices if necessary. Toby Singer stated that other options do exist for space in Hayes. Bruce Petryshak reported that mid-September is an optimistic move date from Hayes to the AAA building. The furniture for the building is in the warehouse and the carpet is here.

Ben Santelman is updating the PeopleSoft project plan. Charlotte Petryshak taught a Query Basics class on July 15.

4 Looking Forward

Charlotte Petryshak is teaching another Query class for those who could not attend the first one. This class will be held on August 16. The next Executive Steering Committee meeting will be on August 23 at 11:00 a.m.

5 Portal Update

Toby Singer provided a portal update. Noted was the recent attendance by Don Schumacher at Systems Administrator training in Kansas City and participation by Joyce Brady, Dong Chen, Fred Conner, and Dave Safian at a Campus EAI portal conference at Case Western Reserve. The most technical challenge of the project continues to be identity management (single sign-on) and Casey Meyer is working on this issue. Further updates, including a project plan, will be provided in the future.

Key project issues that have been completed include awarding of the grant, team establishment, mission statement development, business objectives creation, portal page development and oracle server training. Other developments include "look and feel" definition, environment development in Campus EAI system, BGSU environment establishment, hardware requirements identification, and Campus EAI certification of the BGSU environment. There has been identification of the initial nine portlets for development: events, quick mail, campus views, weather, search, academic information, library check out record, blackboard, and favorites.

The next steps include continuing to work on identity management, further involvement of Marketing and Communications to get the message out to campus, refinement of goals and objectives for Phase 1, continued building of portal and portlets, and researching an appropriate supports model of production portal. It was noted that through the upcoming portal changes the BGNet usernames and passwords will remain the same.

Linda Dobb communicated the need to integrate digital video and current Library database systems that may have separate authentication requirements.

6 Action and Information Items

Charlotte Petryshak presented one Action Item and one Information Item for consideration. These included:

- HCM-A001: Social Security Number on Pay Advice
- HCM-0015: Faculty Pay Frequency Changes

The Action Item was discussed and Charlotte presented her rationale for supporting Alternative #2. This would replace the Social Security Number with the Employee ID Number on the pay advice. Linda Dobb and Bruce Petryshak supported the Action Item Alternative #2 as presented. Ron Lancaster sent his approval via email for the same alternative. Bruce Petryshak stated that Alternative #2 of Action Item HCM-A001 is approved and that he would confirm with Chris Dalton later.

HCM-0015 was approved as presented.

7 Communications Review

Cindy Fuller reported that an open forum was held on July 22 with 29 people in attendance. Charlotte Petryshak and Ben Santelman traveled to Firelands on August 3 to provide an update. Julie Rogers of Firelands will demo the BG@100 website on their opening day. An ITS update was held on August 4. Project updates will continue to be included in the Monitor, via the webpage, and the BG@100 listproc.

Bruce Petryshak adjourned the meeting at 12:00 p.m.

Next Meeting Date:	August 23, 2004, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Shelley Merz