

## Meeting Minutes

<b>Meeting Title:</b>	BG@100 Executive Steering Committee (ESC) Meeting
<b>Date:</b>	September 27, 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	*	Ben Santelman
*	Chris Dalton	#	Shelley Merz
*	Ron Lancaster	*	Donna Wittwer
*	Charlotte Petryshak		
#	Dale Schroeder		
*	Cindy Fuller		

#### 1 Opening Statements

Bruce Petryshak welcomed all to the meeting and provided an update on consortium activities. The University of Toledo has signed a contract with SCT and therefore will not be joining the consortium. Efforts will continue to ascertain other possible consortium partners.

#### 2 Approval of Minutes

The minutes from the August 9, 2004 meeting were reviewed and approved. The minutes will be posted to the BG@100 website.

#### 3 PeopleSoft Project Status Update

Ben Santelman provided a PeopleSoft Project Update by distributing an HCM Phase 1 project plan summary. The plan outlines five phases:

1. Planning and Project Standards - This phase involves project planning via the fit/gap analysis and development of a detailed project plan. As of this date, this phase is nearing completion and is considered 84% complete.

2. Integration/Modeling - This is where the bulk of current work is being completed. The Core HCM Table Base Configuration Set-Up and Base Model/Unit Testing has taken place. Heavy emphasis is being placed on completion of data conversion and the refinement of training plans are also progressing.

3. Customizations/Intermediate Conversion - This phase will implement another round of data conversion and will also track any customizations to be completed.

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4. Interfaces and Reports - The focus of this phase will be the development of interfaces and reports to provide data to others in the institution and outside vendors.
5. Deployment - Set for a "Go Live" date of June 27, 2005 with a first pay date processing of July 15, 2005.

The detailed project plan containing 530 tasks is available as a Microsoft Project document on the PeopleSoft project server. If ESC members would like a copy of the complete plan, Ben can provide as a pdf document.

Staffing of the BG@100 project team continues. Kristen Williams, John Brothers, Chavi Mohan, and Yajing Hu will be starting work during the next few weeks. The search for Applications Developers continues with the next round of interviews taking place this week and next week.

The BG@100 technical group has been meeting with the Campus EAI portal team in order to coordinate plans and to be positioned for integration and security between the two projects.

Ben also reported on progress in completing the PeopleSoft maintenance schedule. The installation of the first cycle of service packs has been completed. Negotiations continue for the purchase of software to track these critical application upgrades.

#### 4 Looking Forward

Ben will continue to guide the project team as they finish the base table configuration and will work to complete the development of standards that new team members can use as a uniform starting point. The move to the BG@100 Project Office at 414 E. Wooster is currently scheduled for October 11.

#### 5 Portal Update

Toby Singer distributed a Campus EAI Portal update to ESC and reported that progress continues. Two project concerns are the Identify Management piece (single sign-on) and the scheduled production date. Bruce Petryshak noted that PeopleSoft portal implementation was not included in the HCM Phase 1 project plan. It was requested that the next meeting include a report on the impact of implementing the PeopleSoft portal as a part of the project. Linda Dobb also recommended considering the impact of implementing the Campus EAI portal after the completion of the academic year rather than during a semester break. The Campus EAI portal grant does specify an implementation date but the terms of the grant will be reviewed and further consideration given to this suggestion.

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6 Action and Information Items

Charlotte Petryshak presented four Information Items for consideration. These included:

- HCM-0016: Resident City Income Tax Withholding
- HCM-0017: Classified Staff End of Probation Date Automation
- HCM-0018: Coverage Codes under Medical and Dental
- HCM-0019: 9/9 Faculty Prepaying Benefits Coverage Through August

Each Information Item was reviewed and discussed. Information Items HCM-0016, HCM-0017, and HCM-0018 were approved as presented and will be posted on the web site. HCM-0019 was tabled and will be subject to further review by project team and ESC members. Discussion continued on tabled Information Item HCM-0013 - Faculty Sick Leave Process Will Not Change. While this Information Item will not involve a policy change, ESC would like to review the impact of this Information Item. Donna Wittwer was asked to create a document outlining the possible impact of HCM-0013 for presentation to ESC.

7 Communications Review

Cindy Fuller reported that recent communications have included the HCM Phase 1 "Go Live" dates and plans for the Project Office location at 414 E. Wooster. The communication of project news via the Monitor, the web page, and BG@100 listproc proceeds on a regular basis.

An Open Forum was held on September 23 and a forum to update the ITS Department was held on September 22. Plans for an update for the Firelands campus are being made for the end of October. Future Open Forums have been scheduled for October 12, November 23, January 19, February 15, March 21, and April 21.

Bruce Petryshak adjourned the meeting at 12:10 p.m.

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