

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	October 11, 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		
*	Cindy Fuller		

1 Opening Statements

Bruce Petryshak welcomed all to the meeting and it was noted that Linda Dobb and Ron Lancaster were not in attendance.

Bruce reported that PeopleSoft recently terminated the President and CEO, Craig Conway, and appointed Dave Duffield, founder and Chairman, as the new CEO. In other PeopleSoft news, the company also released a public document disclosure for voicemail, email, and correspondence.

Bruce stated that there are two CIO meetings on Thursday, one in Columbus and the other in Toledo. Bruce will attend the Columbus meeting and Toby Singer is going to fill in for Bruce at the Toledo meeting.

2 Approval of Minutes

The minutes from the September 27, 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 discussing the HCM Phase 1 project summary. He stated that tracking is on target and base configuration was completed at the end of September. He said the team is moving ahead with modeling and testing.

The team has been conducting applications developer interviews. An offer was accepted by Bob Kupetz and he will start on October 18. Bob has PeopleSoft experience and financial experience. He holds an accounting degree from Bowling Green State University. An offer was extended to Scott Bailey and the team is awaiting his decision. The third

candidate declined an offer due to low salary. Another offer will be made to a candidate in California. The websites that the team has advertised on include Monster, Dice, and HotJobs. These websites have provided a broader range of candidates.

John Brothers began last week. John is a consultant from CIBER and has joined the team in the role of commitment accounting and support from a functional standpoint. Terri Dillion and Susie McKinney have completed their assignments on the project. Chavi Mohan has joined the team as an Applications Developer and has PeopleSoft experience. Chavi worked on the PeopleSoft project at Ohio State University.

Commitment accounting discussions will begin at the end of October.

The team has moved to the new building and computers were installed today.

Bruce asked if work for the PeopleSoft portals was included in the HCM Phase 1 chart and Ben replied that they were not included.

Ben reported that Maintenance Packs 1 and 2, along with tax updates, were installed and complete today. Maintenance Pack 3 is coming out this week. Maintenance Packs follow a quarterly schedule. The maintenance packs were installed with only a handful of glitches.

In regards to portal planning, a tools upgrade and a maintenance pack are needed. This provides a gateway to PeopleSoft.

4 Looking Forward

Ben discussed interfaces and reports, stating that there is a good list of interfaces. He said the team needs to refine and revisit priorities, such as Kronos and SIS. Commitment accounting will take place mostly in November by Larry Smith and John Brothers. The tech team will work on interface and design. Ben plans to meet with the functional leads to get clarity for action and information items.

Bruce questioned if Finance will start before Human Resources implementation is finished and the Executive Steering Committee members agreed that Finance should begin before Human Resources is finished. Bruce asked when the Finance team would be chosen and Charlotte said most likely at the beginning of March 2005. There will be a two month training period and then team members would begin full-time in May or June.

5 Portal Update

Toby Singer provided a portal update. There was a conference call between the team for technical identity management. Toby said they feel like they have a plan in place. He reported that hardware has arrived and even though it is later than planned, they will start working on it. Dave Safian is attending an Oracle conference in November. Toby said next on tap is to get the hardware installed and work on identity management.

6 Action and Information Items

Charlotte Petryshak presented one action item, HCM-A002. HCM-A002 provides a comp time award for team members who work long days in order to meet project due dates. Extended time commitments could result in declining morale and declining physical conditions.

Charlotte presented her rationale in support of the action item. She included that no money is set aside for a stipend and a time off reward is more feasible.

Chris Dalton said it would be a good idea to talk to Becca Ferguson regarding the action item.

The committee would like the action item brought back after it is taken to Human Resources. It was also stated that this reward would be used in the future as well. It was agreed upon that a reward system of some sort is needed to keep morale up.

Information Items HCM-0013 and HCM-0019 were brought up and Charlotte said Donna Wittwer is still working on them.

7 Communications Review

Cindy Fuller reported that the October web update discusses the move to the BG@100 Project Office and forms of communication for the project. Communications for the project include the October issue of the Connect newsletter. The project organization chart on the website was updated with the new office locations.

An open forum is scheduled for October 12 at 11:00 am in Bowen-Thompson Student Union 207.

Bruce Petryshak adjourned the meeting at 11:40 am.

Next Meeting Date:	November 8, 2004, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Shelley Merz