

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	November 8, 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	*	Larry Smith
*	Bahram Hatefi	*	Karen Woods
*	Charlotte Petryshak	*	Donna Wittwer
*	Cindy Fuller	*	Mike Failor
		*	John Brothers
		*	Michelle Simmons

1 Opening Statements

Bruce Petryshak called the meeting to order at 11:00 am and welcomed all to the meeting. It was noted that **Toby Singer** was not in attendance.

Bruce reported that **Bahram Hatefi** has joined the Executive Steering Committee. **Bahram** is the Director of Internal Auditing for the university.

Bruce explained the new points of procedure for the meeting. If an Executive Steering Committee member cannot attend the meeting, they need to send their vote on Action Items by email. If this is not possible, then the meeting should be rescheduled to a later date. Also, a roll call vote for Action Items will be used now.

2 Approval of Minutes

The minutes from the October 11 meeting were reviewed. It was noted that a correction needed to be made about **Bruce** not being able to attend a CIO meeting in Columbus. The correction is that **Bruce** attended the meeting in Columbus and **Toby Singer** filled in for **Bruce** at a CIO meeting in Toledo held the same day. After the correction was noted, the minutes were approved and will be posted to the BG@100 website.

3 Action and Information Items

Bruce noted that the last two items on the agenda, the Portal Update and the Communications Review, would be struck from the agenda due to time constraints and multiple action and information items to discuss.

Bruce reopened Action Item HCM-A001 for approval and noted that it was previously approved. Action Item HCM-A001 is entitled Social Security Number on Pay Advice. Action Item HCM-A001 discusses removing the Social Security number appearing on the pay advice in PeopleSoft. This action item requires a customization of PeopleSoft software to replace the Social Security number on the pay advice with the Employee's ID number. **Bruce** opened the action item for discussion and the discussion ensued. A roll call vote was taken for HCM-A001, Alternative #2.

- Chris Dalton: approved
- Linda Dobb: approved
- Bahram Hatefi: approved
- Ron Lancaster: approved
- Bruce Petryshak: approved

Action Item HCM-A001, Alternative #2, was approved unanimously.

Linda Dobb requested to dismiss Action Item HCM-A002 Rev. 1 regarding Request for Vacation Awards for Administrative Staff Team Members and it was dismissed. No discussion.

Karen Woods presented Action Item HCM-A003 regarding Student Employment. It was noted that **Michelle Simmons** would leave after this Action Item was discussed. The Action Item discusses Bowling Green State University creating an employment record for student employees and entering students' personal and employment information into PeopleSoft HCM. The discussion of this Action Item ensued.

Karen stated that one employee would be needed for data entry and others would assist students. The first alternative is to return to manual data entry which may result in hiring more personnel. With PeopleSoft, it goes from beginning to end and results in a more lengthy process. Everything would be entered at once to keep in tune with what students are looking for. The alternative does not have an impact on non-student employees.

Michelle said one person works half-time and updates jobs. **Karen** stated that there is no mad rush of hiring with non-students and the issue is to load all info but into a bigger window. **Bahram** questioned if this would be approved and **Michelle** said she could verify that it is a legitimate process. **Bruce** questioned if Alternative # 1 would require two and a half people new and two additional with Alternative # 1. **Karen** stated that this is true. **Chris Dalton** asked if this requires a reformat of eHire and it was concluded that it would require a reformat but would happen with every upgrade. **Ben Santelman** said that the upgrade impact is not much and would require some testing.

A roll call vote was taken for HCM-A003, Alternative #2.

- Chris Dalton: approved
 - Linda Dobb: approved
 - Bahram Hatefi: approved
 - Ron Lancaster: approved
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- Bruce Petryshak: approved

Action Item HCM-A003, Alternative #2, was approved unanimously and it was noted that the estimated cost of the item is \$64,000 was not included in the original budget.

Donna Wittwer presented Action Item HCM-A004, Leave Module. The Action Item discusses significant gaps in PeopleSoft leave balance and accrual processing compared to Bowling Green State University leave policies. **Donna** continued by saying it is not a good fit and leaves are important to employees, along with leave accrual. The problem is that COBOL will not process personal leave. An employee gets leave at the beginning of the year for the whole year but not in PeopleSoft. As years of service increase, the accrual rate and maximum accrual increase as well.

It is a manual process to enroll people in plans. Part-time staff is based on hours worked. Administrative staff receives 14.66 hours per month except for new hires and terminations. Faculty is still being worked on. In PeopleSoft, there is a summary of leave time that is historical and not user-friendly. Alternative # 1 is to use PeopleSoft vanilla and Alternative # 2 is to replace the COBOL process. The estimate for this implementation is based on experience of the project team. The team would start with a template and build the university's upon that. **John Brothers** stated that it would populate where data lives anyway and is safe for upgrades later on that would be automated. **Linda** stated that the process sounded complex.

A roll call vote was taken for HCM-A004, Alternative #2.

- Chris Dalton: approved
- Linda Dobb: approved
- Bahram Hatefi: approved
- Ron Lancaster: approved
- Bruce Petryshak: approved

Action Item HCM-A004, Alternative #2, was approved unanimously and it was noted that \$33,000 was not included in the original budget.

Karen presented Action Item HCM-A005, Electronic Contract Loading. This item discusses recreating a process in PeopleSoft to handle electronically renewing contracts of full-time faculty and full-time and part-time administrative staff.

Karen stated that spreadsheets are uploaded in HR without having to pass paper contracts around, resulting in faster processing of two weeks compared to what used to be three months. This is cost-saving and more accurate. Functionality needs to be added.

Chris said three months is an overestimate and would do different things if it goes back to the way it used to be. The dollar impact weighs heavily. **Charlotte** said for the customizations that there are today, the team is trying to work out an alternative in PeopleSoft. **Linda** said she does not want to go back to manual contract processing and employees should be given a list to understand the thought process. It was reported that

Kriss Ferluga is making a list of ways to improve products so there is not a need to have customizations. **Charlotte** asked how this process can be made efficient and keep the cost down. Hard costs and soft costs both need to be documented.

A roll call vote was taken for HCM-A005, Alternative #2.

- Chris Dalton: approved
- Linda Dobb: approved
- Bahram Hatefi: approved
- Ron Lancaster: approved
- Bruce Petryshak: approved

Action Item HCM-A005, Alternative #2, was approved unanimously and it was noted that an additional \$45,000 needs to be added to the original project estimate.

Larry Smith presented Action Item HCM-A006, Printed Timesheets for Non-Student Hourly Employees. This issue discusses printing two sets of timesheets biweekly for non-student hourly employees to record work hours for the two week time period. The timesheets are given to managers and they are responsible for the employee filling them out and signing the sheets. The sheets then need to be given to Payroll by a certain date so hours can be entered into the system and then the employees are paid. This program is customized and PeopleSoft does not have this capability so a new process needs to be developed to allow employees to report their time worked to Payroll in a timely manner.

Larry stated that Alternative # 1 is to have employees print a blank time sheet from the web to fill in information. The negatives of Alternative # 1 include accuracy and needing to decipher P00 numbers. Alternative # 2 is to develop a program to print timesheets so they are printed in one place. The cost impact and errors will be discovered later.

Linda questioned whether or not non-student employees could be moved to Kronos and the reply was no, this is a bigger project than what one thinks. **Donna** said if Non-Student Letters of Appointment are hourly, then they could fill in a time sheet like classified staff does. **Bruce** said classified staff has asked whether or not they can use Kronos.

Charlotte said that employees could use a blank form like they do when they don't have a preprinted timesheet today. Employees could make copies as needed and the risk is minimal. **Donna** pointed out that the university may lose money in time not reported. **Karen** said Payroll does a good job of paying people accurately but said if the wrong area or org number is reported, this could result in severe financial implications.

Ron Lancaster said if someone is on exception pay, then inadvertent people do not put hours on a time sheet. He said it does not fit the model of the project and not the direction it is going. He suggested using the system in a more creative way. **Charlotte** said if the Time&Labor module is approved, then this would not go into affect. She also pointed out that there are central collection points for time sheets that are turned in. **Linda** suggested trying to move Non-Student Letters of Appointment to Kronos.

Due to conflicted thoughts on this item, Action Item HCM-A006 was tabled for future discussion.

Karen presented Action Item HCM-A007, Service Award Anniversary Report. This Action Item discusses the university needing to identify all employees that have reached their fifth year of service or each increment of five years. The issue is Human Resources is tasked with identifying the employees that should be recognized at a dinner each year. The alternative to the current method is to develop an SQR program to create the report and file to identify the employees that reached a Service award anniversary and create certificates and invitations.

Charlotte does not support this Action Item. She would like to use the Query tool to create this report.

It was concluded that Action Item HCM-A007 was tabled for future discussion to further investigate this issue.

Donna presented Information Item HCM-0020, Life Insurance Volume for Less Than 12 Month Full Time Administrative Staff. This item discusses life insurance versus annualizing contract amount. The item also describes the current setup in AHRS with two fields regarding salary for less than 12 month full time administrative staff. After the “go live” with PeopleSoft, life insurance volume for less than 12 month full time administrative staff will be 2.5 times their contract salary (not annualized amount). Information Item HCM-0020 will be posted to the project website.

Larry presented Information Item HCM-0021, Sick Leave Payout for Retirees. He stated that the university has talked to other universities in the state and most pay a lump sum when an employee retires. The Information Item shows other universities sick leave payout policies. **Linda** said that employees need to be notified. Information Item HCM-0021 will be posted to the project website after follow up communication is complete.

Donna presented Information Item HCM-0022, 403(b) & 457 Deferred Compensation Plan Vendor Choices. This item discusses those electing to participate in a 403(b) can choose up to three vendors to direct their elective compensation deferrals. Ohio Deferred Compensation is set up as a 403(b) vendor due to limitations in the current AHRS system. In PeopleSoft, Ohio Deferred Compensation will be a vendor in a separate 457 plan type. It will be offered alongside a 403(b) plan type. When PeopleSoft is implemented, elective deferrals for 403(b) plans may only be directed to one or two vendors. **Donna** stated that on the current form there are three lines so people may add a third vendor. Information Item HCM-0022 will be posted to the project website.

4 PeopleSoft Project Status Update

Ben provided a project status update. He said application development standards have been published. Six team members were trained on SQR and the Applications Developer positions are complete and fully staffed.

There was a PeopleTools overview to write reports and interfaces. The team achieved a milestone on base table configuration in October. There was a demo of PeopleSoft at Firelands. The team has been participating in commitment accounting sessions and there is one more this week. There is a good fit on the chart of accounts.

Regarding conversion, the first data showed up in a PeopleSoft screen. Twelve conversion tables are complete. The interface team is focusing on complex external interfaces. The current scope is forty-three interfaces. Eleven are being developed and others are in the design stage. There are forty-nine reports and twenty-three that need ESC approval.

On the technical side, Maintenance Pack 3 is being tested. **Kriss** delivered an end user training plan. The PeopleSoft portal is integrated deployment and the team is trying to find a Portal Lead. There will be a specific follow-up to commitment accounting and testing will begin after the meeting tomorrow. New account codes need to be loaded and accounts are tied to given account centers. Certain deductions are tied to account codes.

5 Looking Forward

Ben discussed how commitment accounting modeling is key in the future along with design reports and interfaces. Also, the Kronos design is important. He said everyone is trained on the team and will be able to work on development. In conversion, all job information will be loaded, including names and addresses. He said mapping is nailed down with nineteen tables in PeopleSoft.

Bruce adjourned the meeting at 12:40 pm.

Next Meeting Date:	November 22, 2004, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Shelley Merz