

Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	December 13, 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		
*	Bahram Hatefi		
*	Charlotte Petryshak		
*	Cindy Fuller		

1 Opening Statements

Bruce Petryshak called the meeting to order at 11:00 am and welcomed all to the meeting. It was noted that everyone was in attendance.

Bruce reported that there were no action items to discuss.

Bruce reported that Oracle purchased PeopleSoft for \$10.3 billion and that the tender offer is set for the end of December. He said PeopleSoft currently has 12,000 to 13,000 customers.

Bruce explained a new addition to this and future meetings, the Hours and Costs Report. He said hours and costs in the project would be discussed due to reworking of the budget and it would be broken into categories.

A firm budget will be set by mid-January and will be brought forth to **Linda Dobb** and **Chris Dalton**. One big expense not originally budgeted is the Oracle site license and it was noted that it can also be used for academic use. **Linda** suggested the Executive Steering Committee should discuss the site license and what it can be used for at the next meeting. **Bruce** mentioned one amount that has been figured in is maintenance. Some costs have been anticipated.

2 Approval of Minutes

The minutes from the November 8 meeting were reviewed and approved. The minutes will be posted to the BG@100 website.

3 PeopleSoft Project Status Update

Ben Santelman provided a project status update. He reported that Fit/Gap for Commitment Accounting is complete. The team has created transactions and a follow-up meeting will be held with Gaylin Finn, Jim Stainbrook, Linda Hamilton and Trish Jenkins.

On the conversion side, all conversion that is critical to the go-live date is complete or in development. Two conversions are not complete yet but they are not critical. There will be a test conversion run on January 10. The draft for the Conversion Execution Plan is finished and provides a checklist for conversion weekend. The team is working on validation steps.

On the interface front, **Ben** said that there are approximately forty-five interfaces. The interface team recently met with Payroll for a couple sessions. There will be design sessions with Kronos on January 3 to discuss security and integration issues.

There was a recent meeting with Finance to discuss the Chart of Accounts. The next step is to build the general ledger account.

On the reports side, **Ben** said that three reports are finished. Out of the forty-nine reports, seven do not need recreated in PeopleSoft. There are two Affirmative Action reports and are in the process of waiting for information on the others.

On the technical front, Maintenance Pack 3 is complete. Updates and fixes are finished and Maintenance Pack 4 is due out at the end of the year. The technical team is working on the Tools Update and Quest/Stat will be focused on as well.

Training is going well and **Ben** reported that the Faculty Welfare Committee meeting regarding Sick Leave Payout went well. **Kriss Ferluga** and **Jen Sader** are meeting with the University of Michigan today to discuss training procedures.

Ben discussed the Portal Lead position and said that **Dong Chen** was named the Portal Lead. There will be discussions between the PeopleSoft team and the Enterprise Portal team.

Ron Lancaster asked if in the future new employees are hired that need Human Resource access, who approves this decision. **Ben** responded that the team is working on a Security Administrator role. He then explained that a user ID and password give users access to PeopleSoft and certain security is provided but still deciding upon which to use. **Bruce** pointed out that new employees are given an ID. **Ron** voiced concern over user offices and said the meeting does not need to get into it today. **Ben** said he will look into things. **Bruce** said it would be attached the user ID.

Ben provided an update on the Project Summary chart. He said the team is one week behind but is working hard to catch up. **Bruce** asked if **Ben** could figure out how many hours the team is behind and **Ben** said he would figure it out. The team has made up ground on task 124, which is modeling. Two other areas were pointed out; task 229, data

conversion which always takes longer and task 448, interface and reports. **Ben** mentioned that some team members have PeopleSoft experience but not Human Resource experience.

4 Looking Forward

Ben mentioned the upcoming Advanced SQL training class in January. He said training plans are being refined and there is a meeting tomorrow. There will be a conversion run in January. The technical team will install the remaining PeopleSoft applications starting on January 3. It should be noted that this is a tentative date. Financials, Student Administration and CRM were mentioned.

Charlotte Petryshak said Campus Solutions 8.9 is available as of last week. The maintenance pack will be available on March 9. **Patty O'Connell** asked if the team can delay install until March but Quest is here now. **Charlotte** said the plans are to install in January and not wait until March. **Ron** asked if licensing goes up and why they are concerned when it is installed. **Bruce** said people came to install it and **Charlotte** mentioned that labor charges are included. She also pointed out that the scheduling issue is on their part. **Ron** asked if there are any hardware issues and Bruce said it has been planned for; there are two database servers and one will be moved to make room. The Financial demonstration of the database will be in the spring and then will be in the hands of financial people as soon as possible. **Bruce** pointed out that **Patty** has called several people on campus about maintenance. He said the university is planning to extend the premium service plan which ends on December 23. The number one reason to do so is the university would jump the queue if there are any problems. The installation will be done and then will spend time in deployment phase so people understand what is going on. **Linda** agreed with the service plan because of the approaching go-live date.

Linda said the committee will need to discuss what it means for Oracle buying PeopleSoft. She said maybe this could be discussed in February. The Oracle website contains information for customers.

5 Portal Update

Toby Singer provided a Portal Update. He met with the Portal team and it will not go live at the end of December. The team is behind with single sign-on and Campus EAI is behind on a portlet. **Dong Chen** is moving to the project team and **Toby** hopes he completes his Portal responsibilities before he goes full-time as the Portal Lead. **Toby** said he should have a valid date by the next Executive Steering Committee meeting.

Bruce stated that there has been an overlap between the Enterprise Portal and the PeopleSoft Portal and needs understanding from different pieces. Meetings are needed to discuss these issues. **Linda** mentioned she would like to see the portal before it is rolled out to the campus. **Bruce** said it will be similar to what everyone sees now; the background and how it works is the only part that will be different.

6 **Hours and Costs Report**

Charlotte provided the Hours and Costs Report. She mentioned that the Change Control Process document defined customization and criteria for pre-approved status. She promised to give estimated and actual hours. The reference number is the way that **Charlotte** defines the item.

Page one lists the interfaces. The estimated hours are for original implementation. Variance is the difference between actual hours and estimated hours. A standard rate of \$150 per hour was used in calculations. Tracking design, coding and unit testing was completed for each task. **Charlotte** will add estimated hours for the upgrades and estimated costs later. She said upgrades are \$50 per hour which is the average of Information Technology Services employees. **Larry Smith** calculated this figure.

Page two lists custom interfaces since AHRS went live and were replaced with new interfaces. Four interfaces are not needed. **Charlotte** did not mark completions but will do this in future reports.

Page three lists reports and consists of three pages. The hours are complete as of December 6. The first page of reports (page 3) shows those pre-approved, the second page (page 4) lists those in analysis and these could end up as action items, and the third page (page 5) shows existing reports and reports not needed. Payroll created these as control mechanisms.

Page six is Action Items. These are heard about individually and the first group are the ones that the Executive Steering Committee voted on. The others are the tabled or dismissed items.

Ron asked about actual costs and wanted to know where one gets the numbers if Bowling Green staff work on reports. **Charlotte** said \$150 per hour was used and the figure does not discriminate on whether the person is an employee or consultant. Between design, code and unit testing two or more people worked on it. If an Information Technology Services employee gets involved that is not on the team, this is recorded as well. Part-time team members are reported as well. Five consultants are being used right now.

Bahram Hatefi asked if new forms and procedures will be defined for security. **Charlotte** said yes. **Bruce** said funding will be used from the project and will run things in parallel. **Bahram** asked if this report allows for minor policy changes for the university. It was explained that the Faculty Charter is responsible for this. Sick time payout for when someone retires is currently being discussed and the next committee to go to is the Amendments and Bylaws Committee. Information items are changes in process and **Kriss Ferluga** is responsible and working with **Becca Ferguson** and **Jim Stainbrook**. The BGN account is the official email for all employees.

7 Communications Review

Cindy Fuller provided a brief communications update. She mentioned the BG@100 Project handout from the Information Technology Services Tech Fair and would like anyone who wanted to, to take them and distribute them in their office.

Bruce mentioned the meeting on December 27 and it was decided that this meeting is canceled. The next meeting will be held in January. **Bruce** adjourned the meeting at 12:00 pm.

Next Meeting Date:	January 10, 2005, 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Shelley Merz