



Meeting Minutes

Meeting Title:	BG@100 Executive Steering Committee (ESC) Meeting
Date:	March 28, 2005
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	*	Bill Gerwin
*	Chris Dalton	*	Cindy Fuller
*	Ron Lancaster	*	Ginny Pinkelman
*	Bahram Hatefi		
*	Ben Santelman		

Opening Statements

Bruce called the meeting to order at 11:09 AM and welcomed all to the meeting. It was noted Toby Singer was on vacation.

Bruce advised he attended the HEUG Conference in Las Vegas last week. Bruce went for one day to attend the executive session. Bruce had a private meeting with the Vice President of Higher Education from Oracle, Jim McGlaughlin. Bruce asked if Oracle would be interested in allowing us to investigate pulling in a partner. He stated that Oracle was not opposed to it and will look into possibly sharing some costs. **Bruce** advised that Oracle will support PeopleSoft releases until 2013, not necessarily support 8. They will use standard PeopleSoft support time frame which is about 4 years. **Ben** stated 8.9 is coming out right now and working on release 9.

Bruce asked if Ben had information from HEUG he wanted to share with the group.

Ben stated one question being asked was what is the final version to go to the Fusion product and can you go from 8.8, 8.9 and 9.0? PeopleSoft, looking into 8 for sure 9 is the best to get forward, but looking into whether 8.9 could be the spot. If on any of the older 8 releases, you would be on your own. Ben stated it was good to see individuals from PeopleSoft working together as a team at Oracle. Ben advised the lead for the Fusion project is Jesper Anderson who moved from PeopleSoft to Oracle. **Linda** asked what was the mood at the meeting. **Ben** stated Oracle was very clear about support and enhancement and **Bruce** thought it was a good mood. **Ben** advised Oracle did not have a corporate culture of embracing user groups prior to the merge and Oracle has adopted this while working with PeopleSoft. **Linda** asked if HEUG is run by volunteers. **Ben** advised yes and there is no change in the organization. **Linda** asked if Ben knew about a survey on how people felt about the PeopleSoft job. **Ben** was only aware of a survey posted to the PeopleSoft web site regarding when people were planning to move to 8.9.

Ben advised 4400 were in attendance at HEUG. **Bruce** advised record attendance during the executive committee as well, usually 100 and expanded to 150 this year.

Approval of Minutes

The minutes as amended from February 28, March 14 and February 14 were approved. January 24 will be discussed at the next meeting.

PeopleSoft Project Status Update

Bill stated last week the Office of Human Resources, Payroll and Student Employment were tested and it went well. **Bill** advised they will continue testing this week and things look very good. **Bill** is working on the April update for the website and it contains information about testing, training and communications. **Bill** will continue the updates and get more information out prior to June. **Bruce**, how is security? **Bill** stated they are working on security and have a new security form that is close. A combination of two things is occurring: documenting how the security procedure works today in AHRS and developing a new security procedure for the PeopleSoft HCM system. The plan is to get the security forms in people hands to obtain proper approval for security clearance prior to training. **Bill** stated that this is a complicated process and he wants to be sure this is done properly and with proper procedures within PeopleSoft. **Bruce** advised making sure to distribute the authorization part out a bit more, currently Payroll is doing Human Resource authorizations so that will probably move back into Human Resources.

Linda stated she noticed Ernst & Young were here last week. **Linda**, are they doing a security audit? **Bruce** stated they focused on two areas, change control (they looked at application development and change control processes) and physical security. **Linda** asked if this was an audit **Bruce** requested? **Bruce** advised no, he was out of town and they called and spoke to Toby. No one was aware that Ernst & Young were here. **Bahram** stated Ernst & Young focused on controls and it was different than general review of college system. **Bruce** has not had time to talk to Toby. **Bruce** advised Ernst & Young were satisfied and happy with what they saw.

Bill stated he is hopeful that during the month of April he can provide the group with demos on how items will look regarding security forms, communications and documents that will be sent to employees. **Baharam** asked if he could be involved in the security portion and **Bill** agreed. **Ron** asked about individuals identified in AHRS that are not currently employees and were they also authorized in legend front end? **Bill** advised their CICS access had been removed and they could not have gained access due to front end security. **Bruce** asked if their LDAP security is removed. **Bill** stated the CICS mainframe security was removed and that procedure is in place. **Bill** stated they could no longer sign into the mainframe. **Bruce**, an important part is the new procedure which is another reason to require people to re-request access to the system. **Ron** stated the number of people with access will be greater now due to seeing their paycheck. **Bill** stated the paycheck viewing is an automatic service. As an employee you already have access to view your paycheck. The back office people are the ones that need to build the access and security. The real security is in the back office, not the self service. Self service will be automatic with an employee's affiliation.

Action and Information Items

Bill presented Information Item HCM-0027, Leave Usage Reported Date for review.

In the current AHRS system when leave is reported the AMS/AHRS system allows leave to be posted on the past month. Bill stated this is not possible in HCM. This information item is stating that when leave is reported that is when it will actually be posted. **Bruce**, right now leave is reported in the month you take it? **Bill** stated if an employee turns in leave for the month of March it will be recorded in the month of April. This will change with time and labor. The forms will be kept in Human Resources and this should not become an issue. **Bahram** asked if the system can record the leave in multiple parts. **Bill** stated he believes it can be entered every week. **Chris** asked if this applies to sick leave and Bill advised yes. **Linda** asked about healthcare and leave. **Bill** advised as long as the form has gone through, then it will be recorded. **Bruce**, was there ever any thought to having the form filled out prior to using leave? **Bill** stated Donna and Karen advised this is a difficult process and every group handles it differently. The paycheck will advise what the balance is as of that period. The back office will see it, but not the employee. **Linda** stated a document needs to be mailed explaining this change. **Cindy** advised it is in process.

Bill presented Information Item HCM-0028. Life Insurance Coverage Date for review.

Bill stated currently life insurance begins when an employee is hired. Because of the way the HCM insurance works, life insurance is processed once a month at the beginning of the month. Bill advised life insurance will change when an employee starts in middle of month, they will not have life insurance until the beginning of the next month. **Ron** asked if faculty typically hired August 20, will have life insurance September 1 and Bill advised yes. **Chris** asked if this affected the continuing faculty member. **Bill** stated this is just affects new hired faculty. **Linda** asked if this is how health insurance works now. If an employee was hired August 20, the employee would not have health insurance until September 1? **Bill** stated no, health insurance is fine. **Chris** asked if an employee leaves does life insurance run the full month. **Bill** stated yes he believes because the employee paid for it. **Ron** asked if the employee will see a difference or just the supervisor. Bill stated the problem is with people who are late turning in time sheets. The worse is June and July because of the cut-off. **Bill** stated classified staff is less of a problem because they submit bi-weekly sheets and administrative is monthly.

Linda stated here are some items covered to date:

- Two choices of 403B vendors not three.
- Pay out of all sick leave will be at once, not over three years.
- Work days are now 260.
- The classified sheets will show balance of sick / vacation allowance.

Bruce reminded the committee that the above noted items were already included in the communications plan, along with all other documented action items and information items.

Cindy advised she is working with Chris Ferluga on a change control document and who it affects. **Bill** advised he will start communicating changes to employees and staff need to be prepared to answer questions. They will do their best to answer questions and get information out to staff. **Bruce** advised initially in open forums and the power users group all of this has been discussed so it will not be totally new. **Bill** advised the back office training will go over a lot of this information. **Bruce** recommended posting a frequently asked questions section.

Linda stated a lot of our units are employers of students and that maybe where a lot of questions arise regarding viewing their paychecks and the 10 cent longevity.

Bruce adjourned the meeting at 11:57 AM.

Next Meeting Date:	April 11, 2005 11:00-12:00 AM ET
Next Meeting Location:	McFall Chart Room
Minutes Prepared by:	Ginny Pinkelman