Faculty Leave & Substitute Pay Minutes
April 29, 2013, 9:30-10:30am

Attendees: Nancy Chao, Gigi Gallagher, Cynthia Smith, Matt Rapcyznski, Joe Lampo, Suzanne Pfeiffer, Susan Gutkind, Chien Shih and Kari Elliott (note taker).

Schedule/Timeframe:

0. Draft specifications – complete by mid-September 2011; done.
1. Form ready (plus process) – complete by end of September 2011; done.
2. Deans and Division Admins Input – end of October 2011; done.
3. Faculty Association’s approval – end of November 2011; done.
5. ETS programming – complete by end of September 2012.
9. Phase out EPAFs by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. Unpaid leave for mandatory Division meetings.
   • Use online PDF form to report; cannot use online system.
2. Reports submitted before April 22, 2013 have null values.
   • Went from Beta to 1.0 at 8:00am April 22, 2013.
     o Prevents deans from approving leaves.
     o Fixed in test; need Moaty to test and certify before moving into Production.
   • Reports submitted after do not have null values.
3. Child Development Center Issue.
   • Not able to use report leave – no assignment eligible.
   • Assignments are pulled from SIASIGN.
   • Need to add position class.
4. Schedule follow up meetings with deans in May 2013.
   • Can determine if more training is needed at follow up meetings.
5. Support after Go Live.
   • Faculty will call the Call Center.
   • Chien will draft a document listing responsibilities for Call Center to use for reference.

Patch Release Schedule:

1. May 6, 2013 – 1.0.1
   • Class codes update PCLS codes for Child Development Center – Cynthia will test.
   • Add proxy email notifications.
   • Proxy security report – who is proxy and what level of privileges.
   • Editable team teaching –user interface.
   • Sub override hours not checked – user interface.
   • FTF not docked paid status when teaching overload – user interface.
   • Article 19 health check