Faculty Leave & Substitute Pay Minutes
January 15, 2013, 9:30-11:00am

Attendees: Chien Shih, Joe Lampo, Cynthia Smith, Nancy Chao, Patty Jobs, Gigi Gallagher, Susan Malmgren, Erwin Widiarte, Debbie Haynes 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 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. Faculty release and senate release (special case).
   - Non-instructional assignments.
   - Involves load.
   - Rare; use a paper form (not current form).
2. Schedule 72.
   - Remain hidden.
3. Review draft of FAQs.
   - Forward new questions to Susan.
   - Will group questions by subject as more are added.
4. Apprenticeship.
   - Sites will handle leaves if they are paying the instructor.
   - If district is paying the instructor, will pay for substitute.
5. Team teaching.
   - Leave will always be the percentage assigned.
   - Need to test scenario again.

Critical Success Factors:

1. Accuracy.
2. User friendly; intuitive.
3. Auditable.
4. Processing time reduction.
5. Awareness & training.

Take Away Items:

1. Focus on Foothill PE Division testing – go live February 8, 2013.
3. Nancy will test librarian leave report.