Faculty Leave & Substitute Pay Minutes
March 19, 2013, 9:30-11:00am

Attendees: Suzanne Pfeiffer, Cynthia Smith, Nancy Chao, Susan Malmgren, Susan Gutkind, Gigi Gallagher, Debbie Haynes, Chien Shih, Matt Rapczynski 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. Two instructors at Foothill were not able complete online form from the substitute step; bug in system – Fixed.
2. Error message in step three; but able to save in test environment – Fixed.
3. Review Training Video.
   • Recommend not using a coaching assignment for training video.
4. TBAs will be listed with 0 hours; user can put in hours if applicable.
   • Went well.
   • Did not like full time faculty scheduled to work 2 days only and are absent days scheduled to work that 40 hours is deducted but is approved by Faculty Association.
7. Marketing departments at colleges will send message to faculty end of March.
   • Chien will email the Drop-in Lab days/times to marketing departments to include in message.
8. Chien will forward calendar dates for Drop-in Lab to deans and faculty; Administrative Assistants will not be included.
   • Drop-in Lab, April 15, 2013, 1:30pm-3:30pm, Foothill D270.
   • Drop-in Lab, April 17, 2013, 1:00pm-3:00pm, De Anza MLC 243.
10. Schedule follow up meetings with deans in May 2013.
    • Can determine if more training is needed at follow up meetings.

Critical Success Factors:

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