Faculty Leave & Substitute Pay Minutes
March 26, 2013, 9:30-10:30am

Attendees: Joe Lampo, Irma Rodarte, Susan Malmgren, Gigi Gallagher, Nancy Chao, Cynthia Smith, 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 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:
1. Review Training Video.
   - Team consensus is to go ahead implement it, Susan will work with Matt on close captioning.
2. EPAF – when to turn off?
   - Remove tab and access to form before April 22, 2013.
   - Remove link to printable forms.
   - Debbie Haynes and Patty Jobs will still have access to process any lingering leave requests.
3. Substitute Pay Issue – some substitutes are being paid a month late.
   - Programming is looking at day, not month on submitted date.
   - Substitutes are not always being paid for month worked; showing up on the following month’s payroll.
4. Training.
   - 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.
5. Schedule follow up meetings with deans in May 2013.
   - Can determine if more training is needed at follow up meetings.
   - Faculty will call the Call Center.
   - Chien will draft a document listing responsibilities for Call Center to use for reference.

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