Faculty Leave & Substitute Pay Minutes
April 16, 2013, 9:30-10:30am

Attendees: Joe Lampo, Suzanne Pfeiffer, Gigi Gallagher, Cynthia Smith, Patty Jobs, Matt Rapczynski, Nancy Chao, Susan Gutkind 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.
4. Final approval of specs – mid-December 2011; done.
5. ETS programming – complete by end of September 2012.
6. Demo at Senior Staff – October 16, 2012.
7. Testing – November-December 2012.
8. Roll out – April 22, 2013.
9. Phase out EPAFs by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. EPAF – Disable April 16, 2013
   - Debbie Haynes, Patty Jobs, Cynthia Smith and Gigi Gallagher will still have access to process any lingering leave requests.
2. Substitute Pay Issue – some substitutes are being paid a month late.
   - Currently testing fix.
3. Substitute Email Notification.
   - Need to be notified by email when faculty submits leave and when payroll approves.
4. What happens to leave reports when quarter ends?
   - Lists are getting long, begin hiding from deans and showing most current ones.
   - Entire list will still be searchable.
   - Sorting – locked into sort date of absence; make searchable by name and date.
5. Need to stop payroll from approving on position that is not active.
6. Training.
   - Drop-in Lab, April 17, 2013, 1:00pm-3:00pm, De Anza MLC 243.
   - Video has been closed captioned – make public April 16, 2013.
7. Schedule follow up meetings with deans in May 2013.
   - Can determine if more training is needed at follow up meetings.
8. Support after Go Live.
   - Faculty will call the Call Center.
   - Chien will draft a document listing responsibilities for Call Center to use for reference.
9. Review FA news article (handout).

Critical Success Factors:

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