Faculty Leave & Substitute Pay Minutes
April 23, 2013, 9:30-10:30am

Attendees: Nancy Chao, Gigi Gallagher, Cynthia Smith, Matt Rapcyznski, Joe Lampo, Moaty Fayek, Irma Rodarte, 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.
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. New Features Added.
   - Health checks – goes through payroll queue looking for problems.
   - Improved search features – allow super users to view by division.
2. Testing and Release Process.
   - Internal and user testing before releasing – need representation from both campuses.
   - User reporting problem will be the one to certify fix.
   - Chien and Suzanne will review one more time after user certifies before release.
   - Send out release notes to team and deans before release date.
   - Broadcast message to users of upcoming new releases.
   - Will have a copy of old version to use as backup.
   - Scheduled downtime as necessary.
3. Schedule follow up meetings with deans in May 2013.
   - Can determine if more training is needed at follow up meetings.
4. 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. April 29, 2013 – 1.0.1
   - Approver error – average mismatch.
   - Date Payroll approves.
   - Improve browser support messaging; CC ETS Help Desk.
2. June 13, 2013 – 1.1
   - 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