

Faculty Leave & Substitute Pay Minutes

December 18, 2012, 9:30-11:00am

Attendees: Joe Lampo, Cynthia Smith, Nancy Chao, Patty Jobs, Gigi Gallagher, Susan Malmgren, Suzanne Pfeiffer, Matt Rapczynski, Nancy Chao 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 – March 2013.
9. Phase out EPAFs 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:

1. Child Development at De Anza does not have an approver; no dean assigned.
 - Send updated list of deans to Suzanne; she can add approver for Child Development.
2. Hybrid Courses – how leave is counted?
 - Faculty can deduct hours for face to face time, but not online hours and will have both deducted if face to face time is same as online hours (Nancy Chao's example).
 - Suzanne will check with Dorene if hours worked for online hours counts as work because teachers are exempt.
3. When leave must be reported manually, should old leave report form be used or create a new one?
 - Do not want to use the current form; faculty may use form instead of reporting leave online-team members all agree.
4. Need to test librarian leave report – Nancy Chao.
5. Review draft of FAQs.
 - Forward new questions to Susan.
 - Will group questions by subject as more are added.

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.
2. Continue testing throughout December; back and front end.
3. Future testing against winter quarter, using latest save data in January, 2013.
4. Nancy will test librarian leave report.