Faculty Leave & Substitute Pay Minutes
December 4, 2012, 9:30-11:00am

Attendees: Debbie Haynes, Joe Lampo, Cynthia Smith, Nancy Chao, Patty Jobs, Henry Ly, Gigi Gallagher, Susan Malmgren, 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 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. TESTHRS testing schedule – week of December 3, 2012:
   - Faculty Leave testing – December 5, 2012.
   - Payroll test; complete cycle – December 5, 2012.
   - Resume normal cloning December 6, 2012; keep backup of pre-payroll environment for future testing.
2. Focus on PE division:
   - Have 4 instructors coming to test session December 5, 2012.
3. Substitute Issue – leave box checked or not:
   - Team decided to leave box checked; easier to pay sub when submitted with leave.
   - Dean still has to approve before being processed.
4. Messages from faculty to dean – verify being delivered.
   - Test comment section during December 5th testing session.
   - Test email notifications (both deans, faculty and substitute) if ready by December 5th. Matt was working on this and needs status.
5. Text from contract regarding 10 days to respond.
   - Text is in specs; have link in form.
6. Testing site works best with Firefox; does not work well with Internet Explorer 9.

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