

Faculty Leave & Substitute Pay Minutes

January 15, 2013, 9:30-11:00am

Attendees: Chien Shih, Joe Lampo, Cynthia Smith, Nancy Chao, Patty Jobs, Gigi Gallagher, Susan Malmgren, Erwin Widiarte, Debbie Haynes 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. Faculty release and senate release (special case).
 - Non-instructional assignments.
 - Involves load.
 - Rare; use a paper form (not current form).
2. Schedule 72.
 - Remain hidden.
3. Review draft of FAQs.
 - Forward new questions to Susan.
 - Will group questions by subject as more are added.
4. Apprenticeship.
 - Sites will handle leaves if they are paying the instructor.
 - If district is paying the instructor, will pay for substitute.
5. Team teaching.
 - Leave will always be the percentage assigned.
 - Need to test scenario again.

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 – go live February 8, 2013.
2. Future testing against winter quarter, using latest save data in January, 2013.
3. Nancy will test librarian leave report.
4. Begin meeting weekly February 5, 2013 through February 28, 2013.