

## **Faculty Leave & Substitute Pay Minutes**

**January 29, 2013, 9:30-11:00am**

**Attendees:** Chien Shih, Joe Lampo, Cynthia Smith, Nancy Chao, Patty Jobs, Gigi Gallagher, Susan Malmgren, Matt Rapczynski, Jane Swanson, Irma Rodarte 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. Manual Form.
  - Need to create new form for special cases (online classes, absent for more than 2 weeks, other exceptions).
  - Will not accept paper form for absences less than 2 weeks; must use online reporting.
2. Need to publish procedure.
  - Procedure needs to be written (HR).
    - Work with colleges and schedulers.
    - Consistency.
    - Procedures for both full-time and part-time faculty.
3. Support once live – Contact the Call Center.
  - Technical issues will be forwarded to Joe Lampo.
  - Functional issues will be forwarded to Susan Malmgren.
4. Review draft of FAQs.
  - Forward new questions to Susan.
  - Will group questions by subject as more are added.
5. February 8, 2013 Go Live.
  - Channel needs to be open for PE division.
  - Documentation on line.
6. Need to schedule trainings for deans at each campus.
7. Need to schedule trainings for faculty at each campus.

### **Critical Success Factors:**

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