Faculty Leave & Substitute Pay Minutes
March 19, 2013, 9:30-11:00am

Attendees: Suzanne Pfeiffer, Cynthia Smith, Nancy Chao, Susan Malmgren, Susan Gutkind, Gigi Gallagher, Debbie Haynes, Chien Shih, Matt Rapczynski 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 2 months after implementation; by Spring quarter 2013 all leave reporting will be electronic, no more paper.

Agenda Items:
1. Two instructors at Foothill were not able complete online form from the substitute step; bug in system – Fixed.
2. Error message in step three; but able to save in test environment – Fixed.
3. Review Training Video.
   - Recommend not using a coaching assignment for training video.
4. TBAs will be listed with 0 hours; user can put in hours if applicable.
5. Foothill Deans' Meeting – March 15, 2013.
   - Went well.
   - Did not like full time faculty scheduled to work 2 days only and are absent days scheduled to work that 40 hours is deducted but is approved by Faculty Association.
6. De Anza Deans' Meeting – March 22, 2013.
7. Marketing departments at colleges will send message to faculty end of March.
   - Chien will email the Drop-in Lab days/times to marketing departments to include in message.
8. Chien will forward calendar dates for Drop-in Lab to deans and faculty; Administrative Assistants **will not** be included.
9. Training.
   - Drop-in Lab, April 15, 2013, 1:30pm-3:30pm, Foothill D270.
   - Drop-in Lab, April 17, 2013, 1:00pm-3:00pm, De Anza MLC 243.
10. Schedule follow up meetings with deans in May 2013.
    - Can determine if more training is needed at follow up meetings.

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