Faculty Leave & Substitute Pay Minutes
October 23, 2012, 9:30-11:00am

Attendees: Chien Shih, Debbie Haynes, Susan Malmgren, Joe Lampo, Irwin Widiarta, Matt Rapczynski, Cynthia Smith, 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 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. Proxy Authority.
   - Deans control, can add or delete.
   - Search by CWID
     - Review – view only.
     - Creator – can create/view; cannot approve or delete.
     - Approver – can create/view, approve or delete.
   - If deans do not assign a proxy and are not available, leave would be stuck.
     - Enforce dean to assign proxy in training.
     - Create ARGOS report to show which dean has not assigned a proxy.
2. Begin pilot testing with Foothill PE November 1, 2012.
   - Have Deans and their administrative assistants begin testing November 13-16, 2012.
3. Substitute Pay may not be ready for rollout.
   - Can extend timeline if needed; do not want to go live without substitute pay working.
4. Review specs for Substitute Pay (handout).

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

Take Away Items:
1. Susan will make changes to Substitute Pay specs and distribute.
2. Review Substitute Pay specs one more time.

3. Process (substitute pay) – how much is completed?
    - Schedule – date to complete coding.
    - Test is segments.
    - Pilot Divisions will go January & February 2013.
        - Front end working, can enter manually if not completed for pilot Divisions.
        - Need to have working before roll out, March 2013.