

Faculty Leave & Substitute Pay Minutes

October 9, 2012, 9:30-11:00am

Attendees: Chien Shih, Cynthia Smith, Gigi Gallagher, Patty Jobs, Debbie Haynes, Suzanne Pfeiffer, Jane Swanson, Nancy Chao, Hector Quinonez, Susan Malmgren, Rachelle Licon 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. Testing – October 2012.
7. Demo at Senior Staff – October 16, 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. Need to freeze feature changes; need to focus on release and testing.
 - Team members agree to freeze feature changes.
2. TBS and Hybrids courses hours are entered manually; day hours are disappearing in test scenarios.
3. Leave banks are ready for March 2013 rollout.
4. ETS has been excluded from substitute list; on list for testing purposes.
5. Division Codes – who maintains division tables?
 - STVDIVS needs cleaning up.
6. Senior Staff Demo – October 16, 2012; confirmed on agenda.
 - Will have 30 minutes to show demo.
 - Need to prepare handouts.
7. Begin pilot testing with Foothill PE November 1, 2012.
 - Have Deans and their administrative assistants begin testing November 13-16, 2012.
 - Have testing locations at both campuses.
8. Substitute Pay may not be ready for rollout.
 - Need to make sure job assignments are correct; complex process.
 - Can extend timeline if needed; do not want to go live without substitute pay working.

Critical Success Factors:

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

Take Away Items:

1. Setup meeting with Kathleen Moberg and Shawna Aced to discuss non-instructional faculty leave reporting.