

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

**September 25, 2012, 9:30-11:00am**

Attendees: Chien Shih, Joe Lampo, Matt Rapczynski, Patty Jobs, Susan Malmgren, Suzanne Pfeiffer, Gigi Gallagher, Hong Nguyen, Cynthia Smith, Debbie Haynes, 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. Testing – October 2012.
7. Demo at Senior Staff – October 16, 2012.
8. Roll out – February 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. Status of setting approvers – Suzanne
  - Approvers are in, separated by college.
2. How do non-instructional faculty report leave?
  - Create table with division codes and departments mapped to division.
  - Need to setup meeting with Kathleen Moberg & Shawna Aced to discuss further; bring results to future meeting – October.
3. Senior Staff Demo – October 16, 2012; confirmed on agenda.
  - Have code review October 2, 2012.
  - Will have 30 minutes to show demo.
  - Need to prepare handouts.
4. Begin pilot testing with Foothill PE week of October 29, 2012.
  - Have Deans and their administrative assistants begin testing November 5-9, 2012.
    - Have testing locations at both campuses.
5. Demo – Matt.
  - Need to include codes from Faculty Association contract for types of leave.
  - Need to include CRN.
  - Need to exclude assignments without position code.
    - Matt will need to meet with Irma and Jerrick to discuss further.
  - Terms – go back one year and have no future terms.
  - Add CWID to list of substitutes.

### **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.