

## **Faculty Leave & Substitute Pay Agenda**

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

### **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 changes to specs; need to focus on release and testing.
2. Senior Staff Demo – October 16, 2012; confirmed on agenda.
  - Will have 30 minutes to show demo.
  - Need to prepare handouts.
3. Begin pilot testing with Foothill PE week of October 29, 2012.
  - Have Deans and their administrative assistants begin testing November 13-16, 2012.
    - Have testing locations at both campuses.

### **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.