

Faculty Leave & Substitute Pay Agenda

September 25, 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 – 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
 - Send full list to Suzanne; then have Student review list.
 - Further research needed for Child Development reporting leave (non-instructional).
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.
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.

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.