University Committee on Faculty Affairs

MINUTES

Tuesday, October 11, 2011

Members Present: Gerald Aben, Adolfo Ausin, Heidi Bulich, Patrick Dickson, William Donohue, Carole Gribbs (fall), Robert Griffore, Samuel Ratnejeevan H. Hoole, Laura L. Leavitt, Karl Olson, Stephen Rohs, William Schall, Gwen Wyatt and Aklilu Zeleke.

Ex Officio: Terry Curry, David Byelich.

Others: Linda Jackson, Donna Zischke and David Gift.

Call to Order: In the absence of Dr. Anderson, Dr. Aben called the meeting to order at 1:00 p.m.

Approval of Agenda: Dr. Donohue made a motion to approve the agenda as presented, seconded by Dr. Griffore. The motion carried.

Approval of Minutes: Dr. Donohue made a motion to approve the September 27, 2011 Minutes seconded by Dr. Griffore. The motion carried.

New Business:
A. Dr. David Gift answered UCFA member questions.
   a. He acknowledged it does take time to fill in the new form questions due to the staff learning curve and becoming used to using the new forms. Most staff will become accustomed to these forms within the next few months.
   b. The forms from Human Resources and Payroll aren’t set up as well as they will be (changes/revisions in progress presently). There’s a great deal of room for improvements. At some future time, staff will be able to work directly with the office staff that actually processes the forms – likely that will occur this next spring.
   c. Dr. Gift said it is good forms design practice/good web design to have the forms look very similar. As staff continues work with the forms, they will recognize the form differences.
   d. Dr. Gift agreed with the comment “Too much information within Business Intelligence (BI) and you can’t manipulate the tables within EBS; you have to download things to a spreadsheet and recreate data into something you can use.” This will also change over time.
   e. COGNOS has two parts: COGNOS BI which runs against raw data in the Warehouse; Dimensional Tables (in data base structure) that hold raw records and they can be processed into tables and they can be easier for understand; if you structure those tables properly, you can run simpler tools
New Business:

A. Dr. David Gift, continued

against them to obtain answers…and those tools can be run on an ad hoc basis. There is another COGNOS product names COSNOS Query Studio which will be “rolled out” after the first of the year. You can build and create tables from it. Meanwhile we developed three different means of getting reports out of COGNOS BI: 1) one is just on the screen; 2) one is a PDF version; 3) XL download…again, this will improve and be enhanced over time.

f. Help Desk has routinely told me the incorrect information or issued me a call back ticket – this is similar to b. above. The offices responsible for the forms are not yet available to take direct calls and answer questions themselves, but that time is just around the corner.

g. The system times out/goes down and the information needs to be re-entered. This is just a matter of each person learning to save their information often – just making a change in their personal technique while using systems.

h. They are in the process of having Business Rules Edits on every field of every form: if you begin to type something in a field that isn’t correct, it will tell you immediately.

i. Some reports were inaccurate, but that is no longer true. Finding where to find the correct form to run the report you’re looking for is “a work in progress.”

j. EBS is a real accounting system and this is taking time for staff to adjust to this.

k. MACs require “platform neutrality” to run properly…MAC does not run with Apple products. SAP is working on this problem. The browser incompatibility is being corrected by SAP for the remainder of the users. Users should probably keep some old browser versions on their pc – updates are coming, but slowly.

l. Overload pay can be checked and verified on the Labor or Pay Distribution Report that will verify the pay record activity.

m. You can create statements by subaccounts in BI. There are some very useful reports already set up in BI; you just need to investigate.

n. There are 1-to-1 sessions now available where an EBS staff member will come to your office and work with you as you do your work in EBS.

o. Disbursement forms – no calculator appears to be available when you’re preparing travel reimbursement…well, yes, there is a built-in calculator that works when used with the travel forms. Kuali financials will have a travel book of forms available in a few years.

p. The training we received before “Go Live” occurred needs to be updated. Yes, this is true and it’s suggested that the 1-to-1 sessions be utilized (see n. above).
New Business:
A. Dr. David Gift, continued
q. SAP doesn’t tell you much at all, but we continue to build reminders into that part of the system. This part of the system is not intuitive, but we’re continuing to work on improving the SAP system.
r. Some of the system messages are unusual and need to be “fixed,” and we will get to that later this year.
s. For your own personal information, you should go into EBS and then ESS which shows your attendance and pay information and it is easy to access.
t. You can access the HR web site and look at your retirement information. You should dedicate some time to look at your information.
u. We decided to completely update all systems at the same time – this is painful to have to learn everything at all levels, but it is the best way and the most economical for the university.
v. The Payroll Office is not issuing checks within 24 hours. They will print full checks in an off-cycle schedule and a percent of the full amount otherwise with the remainder paid the following regular pay day.
Dr. Gift ended his presentation saying that the EBS Project staff knows how very painful the new financial and human resources policies are – the system will settle down and become easier to use. We all want these systems to work.
B. Acceptable Use Policy for MSU Information Technology Resources – Dr. Gift gave a brief overview of the proposed policy. This policy was passed to the Personnel Policy Subcommittee for their review. They will return it to the full UCFA when they have completed their work. If there are comments or questions from the colleagues of UCFA members, please forward them to both Dr. Karl Olson and Dr. Gift for their information and, perhaps, required response.
C. 2012-13 MSU Appropriation Request–this is a draft document presently. Mr. Byelich gave a brief overview stating that the state of Michigan has not issued their request and instructions for this information. A motion stating UCFA acknowledges consultation regarding the State Appropriation Request materials and looks forward to continued consultation with the Office of the Provost as the annual state funding process evolves over the next 12 months was put forward by Dr. Donohue and supported by Dr. Griffore. The motion carried.

Old Business:
A. Appointment, Reappointment, Tenure and Promotion Recommendations – this is being returned from the Personnel Policy Subcommittee to the full UCFA. A motion was made by Dr. Olson to endorse this memorandum supported by Dr. Donohue. The motion carried.
Announcements

1. William Anderson – Dr. Aben reported that both the Faculty Senate the University Council will meet next week.

2. Terry Curry – He announced there will be two faculty workshops for non-tenured faculty, and the Office for Faculty Development would present a workshop (outlining the steps necessary) for those working to be promoted from Associate Professor to full Professor.

3. Linda Jackson – No report.

4. David Byelich – He spoke about the Long Term Care policy and there is the possibility of a 40 percent raise in annual costs in 2012-13. Renee Rivard, Human Resources, may address that during the October 25 UCFA meeting.

Subcommittee Reports:

- **Budget:** Dr. Aben reported they talked about the appropriation document presented today, and about getting a 20/20 Vision presentation set up for campus and discussed the large international student population and how the university might capitalize on that.

- **Personnel Policy:** Dr. Olson reported they are reviewing the policies on *MSU Guidelines on Authorship* and the *Acceptable Use Policy*.

Other Questions:

Adjournment: UCFA adjourned to subcommittees at 2:25 p.m.

Respectfully submitted,
Elva Boyles
Recording Secretary