Effort Reporting System Management Group
Meeting Notes
August 26, 2004 - *Revised   , 2004 - Accepted   , 2004*

This meeting was held by conference call. In attendance were: Sue Abeles, Mike Allred, Eric Vermillion, John Ellis, Jon Good, Bruce Irvine, Don Larson, Jorge Ohy, and Pixie Ogren

Discussion Topics:

Review and Acceptance of Meeting Notes: The notes for the Meeting of August 5, 2004 were accepted with one modification. The item titled "Data from External Systems" was modified to acknowledge that changes to imported data are necessary and will be allowed. See revised meeting notes for more detail.

Project Status Update:
- Jon Good reported that work on the project is progressing with contractors.
- No progress has been made in efforts to hire employees because of delays in obtaining classification approvals from Human Resources. Jon will escalate the process so that he can move forward with hiring staff.
- Jon reported that an updated project schedule is on the website

Outline of Policy White Paper (written by Sue Abeles)
- Sue discussed her approach to developing the white paper. A very rough draft was distributed to the group prior to the meeting.
- Comments on the approach to writing the paper and the structure are due to Sue by September 2.

Review of the Requirements Group Meeting Notes
Pixie reviewed the notes from the August 12 Requirements Group meeting.
- At the July 15, 2004 meeting the Management Group decided that campuses would for the most part use academic period as the reporting period for effort reports. At the August 12 Requirements Group meeting some members suggested that campuses may choose to use a different period. The system will provide for multiple periods so that if a campus decides to change their reporting period, the system will accommodate it.
- The Requirements Group will determine a method of identifying to the system "Who must certify their own effort reports". Requirements Group suggested creation of another category for "Employees who cannot certify their own reports". Management Group agreed .
- Office of Record for ERS will be determined by each campus
- Communication between Management Group and Requirement Group members at each campus is important. Requirement Group members will receive copies of all correspondence with Management Group.

PI Table
Pixie pointed out that in order to provide effort reports for all PI's, campuses would need to have a table of PI's along with their employee numbers avaailable to the system. It appears that all campuses have tables of PI's.

<u>Significance of Cost Sharing on Campuses</u>
Eric suggested that it would be helpful if campuses had a paper to distribute to departments explaining the significance of cost sharing to the campus. Sue volunteered to excerpt sections of a UCLA document dealing with the subject and send it to the group. This could be used as a beginning of a paper that each campus could modify to relate it to their campus issues.

<u>Next Meeting</u>
- The next meeting is scheduled for September 16. The decision to hold it in person or by conference call will be made by Pixie and Jon after the Requirement Group and the Technical Advisory Group meetings.