

Effort Reporting System Management Group
Meeting Notes
September 16, 2004 -Accepted October 7, 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, Joyce Freedman, Ken Orgill, Jorge Ohy, Pixie Ogren, and Karen Rust.

Discussion Topics:

Review and Acceptance of Meeting Notes: The notes for the meeting of August 26, 2004 were accepted.

Project Status Update:

Jon Good reported that the project schedule had been updated and is available on the web site. A discussion followed concerning whether or not the web site was suitable for a wider audience. The conclusion was that the site as it exists is formatted for people who have been involved in the project and most of the documents don't "stand on their own" for general viewing. A suggestion was made that an additional public web site should be developed so that campuses could refer faculty and other interested persons to the site. It was also suggested that the site include lists of Management and Requirements Groups members along with their email addresses.

Update on Requirements Group Progress

Pixie reported that the group:

- Raised a question of whether cost sharing offsets needed to be recorded by each individual or if the system could distribute the offsets automatically.
- Reviewed basic screen mockups for accessing effort reports. Screens will continue to be refined with the Requirements Group input.
- Concluded that the multiple certification process would require that the system recognize the difference between single and multiple certification situations, and that the system should enable the process to reduce reliance on individuals. This process will continue to be refined and developed.

Clarification of Reporting Period Conclusion

The Management Group agreed that campuses would not be required to use the academic period as the reporting period. Each campus could determine what worked best for them and would be responsible for clearing any changes with the appropriate agency.

Distribution of Cost Sharing Offsets

The discussion concerning how cost sharing offsets should be recorded focused on whether or not it would be acceptable to have the system prorate cost sharing offsets based on some formula. The discussion was brief and will continue at the October 7 meeting.

"Below the Line/Above the Line" Groupings

The question was whether or not it would be acceptable to include other sponsored, i.e. those not requiring certification, in the Below the Line group rather than Above the Line as is currently

done on the PAR reports. The group agreed that this would be ok so long as the section headings were clear.

Outline of Policy White Paper (written by Sue Abeles)

Sue confirmed that she had received only a few comments on White Paper format. All agreed that the format was good. Sue will proceed with work on the White Paper.

Payroll System Updates

It was agreed that the process currently in place for notifying all concerned parties of upcoming PPS updates that affect ERS development was working for most campuses and did not need to be changed.

Next Meeting

The next meeting is scheduled for October 7. A decision was made to hold that meeting in person.