GUS Executive Committee Meeting  
October 5, 2006  10:00 am – MRL 3117D

In attendance: Giulia Brofferio, Maureen Evans, Leslie Edgerton, Nancy Fraser, Robin Jenneve, Allen Matlick, Kathy Scheidemen, and Tim Schmidt.

Prior to the meeting Maureen distributed the following agenda:

#1 Update on Documentation Project
#2 Update on CNT II/III Recruitment
#3 Update on E-Reports and progress on Summary Reports
#4 October Training Sessions: topics, dates
#5 Discussion on GUS mentors

Allen circulated the GUS Development Activity report for the period 8/28/06 – 10/02/06 prior to the meeting.

**Agenda topic #1** – Maureen updated the committee on the status of the documentation effort. Sue Mishra agreed to the salary offer. However, Sue did not contact Maureen to settle on a start date and the committee expressed some concern that Sue may not be interested in the project. Maureen will contact Sue and if Sue decides she does not want to do the project than Maureen will approach a second individual to see if she may be interested.

The committee approved the minutes from the August 29, 2006 meeting.

The monthly activity report was reviewed. Tim asked about the amount of time that Mark has spent cleaning up data problems for some departments using the Personnel module and whether the committee should rethink the way it tests modules. Various members of the committee felt that the Personnel module was a special circumstance in terms of its development and that the existing process of testing was adequate for GUS. Robin suggested that the addition of a single field in GUS Personnel would greatly speed up the verification of data accuracy and the committee agreed that Mark should add this field as soon as possible.

The committee agreed that the departments using GUS Personnel should hold meetings (perhaps twice a month) with Mark to discuss as a group how they are using the module, what problems they are having and what work-arounds they have adopted. Giulia and Kathy agreed to organize these meetings.

Allen raised the issue that there is a need to redesign various aspects of GUS Personnel. This led to the question of whether the committee should consider a drastic overhaul or entirely new approach to this module. After discussion the committee agreed that the priority should remain to remedy the problems that exist in the current module.
Agenda topic #2 - Maureen updated the committee on the status of the recruitment for the 50% CNT II/III. Four candidates were interviewed and the search committee agreed on the top choice. The committee also indicated that if the person accepts this position he should be invited to attend the next executive committee meeting.

Leslie expressed her concern about compensation levels for GUS employees and the importance of being proactive in notifying the EVC when we significantly deviate from the original GUS budget. The committee agreed and decided that budget projections should be reviewed at the next meeting after they have been updated with salary information for the new CNT and the documentation project. A decision as to whether to send an FYI memo to the EVC will be made then.

Agenda topic #4 – Maureen asked for the committee’s input on scheduling upcoming training sessions. The committee agreed that two shorter classes would likely be more beneficial than one longer one. The two classes to be offered will be “Basic Navigation in GUS” and “Automatic Reconciliation”. No dates were discussed for these classes.

Agenda topic #5 – Departments typically contact Allen & Mark for assistance. The committee has long supported the idea of developing a network of mentors from GUS departments but nothing formal has ever been established. The committee agreed to recommend staff and indicate their area of expertise in GUS in order to create a list of mentors that could be posted on the GUS website.

Agenda topic #3 – Giulia and Kathy reported that the subcommittee determined that two different summary reports needed to be developed in order to address the differing needs of the units. Allen provided two examples of a summary report with some optional fields that the subcommittee agreed met the needs of most departments. It was reported that the unmet needs were to be specified by MSI and ECE and reported back to the subcommittee for further discussion. Tim expressed his dissatisfaction with the summary report and the inability to offer the option of creating ad hoc reports. MSI and ECE agreed that it might be more effective to collaborate on developing a different method of providing summary reports with the goal of providing greater flexibility of the data presented. It was suggested that this could be done with ECE & MSI staff in consultation with Mark on the capability of 4D's custom reports feature. With the exception of adding the payroll lien note requested by ECE and agreed upon by the subcommittee, it was agreed that the subcommittee's work would be quickly concluded via email communication. Although in agreement that the report sub-committee's work should come to a quick conclusion, Maureen emphasized that it was important for those departments/units not entirely happy with the proposed summary report, provide to Allen a list of what they would like to see on a report. Maureen also noted that she hoped that Allen could soon get back to work on the Purchasing re-write.

Giulia updated the committee on the History Department’s inquiry about becoming a GUS user. It was agreed that it would be best not to have History convert to GUS at this time.
Meeting ended at 11:40

Action items:

Maureen to speak to Sue about documentation project.
Allen to instruct Mark to make adjustment to GUS personnel as suggested by Robin.
Kathy & Giulia - Meetings of departments using GUS Personnel to be organized.
Allen to provide Tim with interview summaries for CNT recruitment.
Tim to process hiring proposal for CNT.
Maureen to provide updated budget projections for GUS funds for next meeting.
All- provide suggestions for mentors.