

Meeting Notes

Program Advisory Committee Meeting

Date: 3/10/11

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS Conference Room



Discussion Topics

- BOBJ - The discussion centered on learning how to use the tool and all its capabilities as apposed to downloading data to excel or pdf. EBS would like users to learn how to use BOBJ to its fullest extent and refrain from downloading to excel spreadsheets to manipulate data. Some questions posed were: what do people use excel for that is not available in BOBJ and what problems are encountered if not using excel (Ex: can BOBJ produce graphs). It was pointed out that there would not be any disabling of current software but BOBJ should be used to fill the gap in current reporting. The concern was that it will be implemented and not used to its fullest capacity. There was discussion of management making it mandatory for users to use BOBJ or that maybe it was too early to make a decision. It was also pointed out that a decision needed to be made because we were planning to train the Super Users. A poll of the PAC was taken and it was predominately that downloads should be allowed for now. PAC members were reminded of the BOBJ overview taking place in the Auditorium on March 31st from 3-4 PM.
- Change PAC Meeting schedule– Discussion took place about changing the meeting day to the 3rd Thursday of each month at the same time of day to make it half way between the ESC. This would allow for more timely communication to recommendations to and feedback from the ESC. PAC members agreed to the new schedule. EBS staff will investigate this for calendar conflicts within the group and confirm it in April.

Reports and Updates

- Effective Use of SAP– PBOT was the first to volunteer for this effort to review Bureaus use of SAP. It was reported that PBOT needed to determine their requirements for grant reporting and year end processing. It going to be helpful for them to document if they are using SAP and how to make it more efficient for them. They are also looking at Bureau personnel to determine training needs and to streamline any help the Bureaus need to make sure employees are in the right roles and have been trained.
- New EBS Organizational structure– See presentation for a current organizational chart provided in the handout. EBS hired a new Business Operations Supervisor (Kevin Campbell), a New Functionality Manager (Leah Britton) and a Communications and Outreach Coordinator (Jen Clodius). The three new hires were present at the meeting for PAC members to have a chance to get acquainted. EBS proposed a cut to External M&S for consultant PTE to meet the required budget cut in the FY11-12 budget.
- Help Desk Tickets, Change Requests, New Functionality, and Roadmap - See presentation for information.

[PAC Presentation 3/10/11](#)