Meeting Notes

Program Advisory Committee Meeting

Date: 10/20/11
Time: 10:30 A.M. – 12:00 P.M.
Location: EBS Conference Room

Attendees: Bruce Theurer, Jane Braaten, Jim Hagerman, Fred Kowell, Anna Kanwit, Terri Williams, Sarah Landis, Jane Kingston, Christine Moody, Carol Brune, Deborah Sievert Morris, Jay Guo, Alissa Mahar.

Discussion Topics

Training Plan Status

A report was given on the status of the EBS training plan. We are doing a course rewrite for Time Reviewer. We received positive feed back from the attendees at the stakeholder meeting and will incorporate some requests into the final plan. We are also looking at a discussion board and new ways of teaching. It was mentioned that there is an issue with resourcing for training and we are partnering with Bureaus to share the burden and to prioritize what is needed the most.

ESS -Personal data

We implemented personal data functionality city wide on 10/13/11. All employees have access to ESS now but (not just those that do time entry). The PAC members were asked what the status was with their Bureaus for deployment now that it was turned on. It would be helpful as far as help desk tickets are concerned if Bureaus could stagger their deployment plan.

MSS- display

Sue Campbell gave a demo on how the MSS display functionality woks for managers. Feed back from PAC members was positive. The Pilot starts Nov 7th and will include Revenue Bureau, HR and EBS. 2nd Pilot will be PBOT and BES. Leave approvals phase will start development in Jan 2012.

EBS Status

A review of the status of EBS took place starting with the change requests. Of the 59 total Change Requests for Labor agreements, 52 have been completed, 5 are in process, and 2 not started yet. For Non-Labor Change Requests: we received 7 in September, completed 11 in September, and have a total of 45 open highs. Help desk ticket graphs show a decline in the total number of tickets as well as incidents received and open. It was mentioned that we recently moved all our TRACKIT Change Requests into Altiris which allows us to track the status better and provide better visibility and customer service to our Business Owners.

A detailed report was given in the areas of Finance, Human Resources, Procurement, Bureaus and Operational (Patch, Time Management, etc) which included items delivered, items in process, initiatives, and the number of tickets received, resolved, and open. See power point presentation for details.

PAC Presentation 10/20/11