

## Minutes of Academic Office Professionals Meeting

November 7, 2006

### Attendees

Kathie Scott	Theresa Klauer
Patty Byrne Pfalz	Katie Scott
Jill Gebhart	Barbara Ekeberg
Jeanette Hughes	Ann Warren
Herta Pitman	Margaret Beegle
Jane Kollasch	Ann Esson
Kay Crawford	Roxanne Fisher
Mary Claire Schultz	Toni Schrantz
Barbara Jeffers	Jeanne Arntzen

**Mary Williams** spoke to the group about student employment

1. Don't let students start until we have seen their authorization forms – all students need to have I-9s filled out. If we get the authorization form- an I-9 has been submitted.
2. Performance review forms are online and we are encouraged to fill them out.
3. Student employment handbook not on web yet. Mary provided a handbook of discipline procedures. Keep Mary in the loop if we are having trouble with a student. Her office is now in H-R (77 Mac)—we don't go through Financial Aid anymore.
4. Students working during J-term will no longer need pre-approval. We do have to have money and work for them. We don't get additional funding-- money will come out of our allocated money and their award amount. They will need work release form if they are coming from another department.
5. Her office expects to be using Banner by J-term.
6. Mac will implement a new software package called "Job X." We will be posting our job ads ourselves. Students will apply for our positions online and we will get applications through e-mail. We decide whom we want to interview. We will respond to our own applicants and will be in control of the whole process. It's expected to be up and running by February and we will get training. May delay job search process a bit if it is pushed back.
7. They are also considering a new software package for time cards—"Time Sheet X." May be up and running by next year for time cards online if they decide to purchase it.

8. Mary's extension is **#6608 and she will be moving to room 201 A in 77 Mac**
9. Green authorization form is for students on financial aid and purple form is for no-need students.
10. After Oct. 1<sup>st</sup> we can start employing no-need students (after the financial aid students have been employed). Mary will get info from financial aid on incoming first year students and will let us take a look at the forms that incoming students are filling out so that we can review who we might want to hire in the fall.
11. Paperwork for time cards does need to get to Mary by her 4:30 Friday deadline, so we need to pay attention to our deadlines for student time cards.

**Chuck Standfuss** spoke to us about Banner.

1. Last July, Chuck was made project manager of the Banner Project and his office moved to the Lambert Building. He is constantly on three other campuses (Northwestern, Bethel, and St. Kate's). The collaboration makes it more affordable for us, but gives us less control over our timeline. The project will end in 2007/2008, but there will continue to be a collaborative effort in working with the software in the future. It's called Operation ELM (Effectively Linking Macalester) as it's a combination of software packages (not just Banner) so they decided on a broader name. Software programs such as ARGOS will allow individual users to draw their own specific reports from the system. Banner will make it easier to develop on-screen queries (i.e., check on whether or not an invoice has been paid).
2. CARS hasn't been shut off yet, so our IT group has been challenged lately. ELM is currently basically on schedule. The Project ELM page is a blog- Chuck passed out a copy of the Project ELM homepage. We can check the page to see where we are with the project at any time. This is a staged implementation with different departments going live at different points in time. There is a lot of separate training involved for each department. Different functions will be implemented at different times as well.
3. In April the "Luminous" web portal will become available, where we can sign on in the a.m. and go to different places to find out what we need. See the attached documents for more information on Luminous.
4. Lester may not go away – decision hasn't been made yet.
5. Only basic functionality will be implemented at each go-live date.

6. They are requesting user feedback and encourage it.
7. Chuck addressed “Job X”-- it may be delayed but is representative of other sub-systems of the project. As they identify various needs, they adjust the order of delivery of things.
8. The group reported that Budget Reports are not up to date as not everything has been posted. There is a potential that academic departments may go over budget as we are unable to assess where we are with our budgets at this point. Chuck will pass the message forward. They are behind on posting things like p-cards, postage, campus expenses like Document Services, etc. This could be a major problem on campus!
9. Chuck pointed out that the ELM web log page has 3 parts: “Home”, “About Operation Elm” and “Project Steering Team”. He encourages us to look at the page so that so we can learn about everything they are doing.

**Patty Byrne Pfalz** discussed the Administrative Professionals Conference that she went to with Ann Esson in Orlando this fall and suggested that we all try to attend next year.

1. The cost was approximately \$2500 per person. It will be in Las Vegas next year at the end of September. The web page address for the conference is [www.apcevent.com](http://www.apcevent.com). There were approx. twenty sessions to choose from. Patty suggested asking all the chairs to get together and ask Mac to support us on the conference. We each have \$1,000/year for professional development. Money can't go towards travel expenses—only for registration.
2. Jeanne said that she will ask Beth Cleary to suggest this to other chairs at an upcoming chairs meeting. The conference will take place in Las Vegas next year from 9/20-10/3/07.
4. Both Patty and Ann stated that it was a very professional and motivational conference and that it was pertinent and helpful to their jobs and made them feel empowered.
3. After the meeting Ann Esson sent me the following description of the APC group:  
*The APC is all about administrative professionals-how to build their skills, motivation, and ability to make things happen. But it's easy to connect their success with the success of their managers. By performing pivotal tasks and keeping business functioning smoothly, administrative professionals help achieve objectives and goals vital to the organization. And as the APC raises the bar on performance, effective managers can turn to these multi-talented generalists to take on increasingly complex challenges and responsibilities.*

*The APC is an investment in productivity and profitability. Hundreds of organizations- including global giants and dynamic companies from all business sectors send administrative staff to the APC year after year.*