Team Members participating: Sean Lucero, Nathan Miles, Marsha Woolfolk, Natalie Wahl, Sandy Goodenow, Lynda Lloyd, Mark Scott.

Team Members absent: Norma Garcia, Cathy Wildman, Marie Scharfenberg.

Team Guest/Consultants participating: Bruce Moses, Claudia Tonihka, Vena Kavdia

Meeting was called to order by Lynda Lloyd, (team leader).

Team reviewed last week minutes and approved.

Team began to review the application process and the EMU paperwork that we received.

> **It was decided that Banner is equipped to run with this, but on this note Vena added some much needed advise. We now use (EVisions) for payroll and we may need to purchase more software to make the payroll paperless.**
>
> **Bruce took care of his action item by calling EMU as we needed to know what system they used for their payroll. Bruce put in a conference call to Rhonda at EMU she is the Payroll Manager there and she informed us they use (EVisions). We informed her we may need to call her back in the future for more information.**

Gina Miller is on board and is for the test pilot for September. Lynda had a meeting with Payroll and as we expected they were a little guarded with the change but said they were on board with us. The payroll department had some concerns:

> **Who are the Proxy's?**
>
> **Chart of accounts!**

Bruce mentioned that we needed to make sure we had all the departments covered in the test pilot. It was decided that with the three departments we are planning on using for the test pilot we have all departments covered. Faculty is not included at this time.

Nathan has discovered his math was wrong on cost for paper payroll, he is going to adjust this.

Lynda voiced that Gina wants everyone to be on the same pay schedule as we now have hourly waged people being paid two weeks behind.

ACTION ITEMS:

Vena is going to do some research into needed software to go forward with the paperless payroll and the estimated costs.

Nathan is going to crunch his numbers on paper payroll and get them to Lynda as soon as possible.

Lynda is going to get Gina on board to present our application to the Cabinet at their retreat on June 24th-25th. She is also going to make needed changes to the application to include needed software to move paperless payroll to the future, listing unknown cost at this time. We also want the Cabinet to know we need their support and for them to start naming Proxy's and back up Proxy's for us. We also would like for the application to be presented to the Board retreat on July 16th-17th.

Next week:

All members need to look over EMU model, highlight what applies to us, make a map of what they think we need our model to look like and bring to meeting with them.

We will try to get to the parking garage for a walk about on safety issues.

Lynda and Claudia will not be at next week meeting.

With nothing further meeting was adjourned, next meeting 06/24/2010.