Meeting Record

NorthWest Arkansas Community College
Process Improvement Team

Thursday, November 4, 2010

Time: 1:00 – 2:00 p.m. Location: SC 318

Team members participating: Sean Lucero, Claudia Tonihka (guest), Natalie Wahl, Melissa Weatherspoon (guest)

1. Meeting was called to order by Sean Lucero.

2. Team reviewed and approved the meeting record from September 30, 2010. There were no meetings in October 2010.

3. Sean asked Natalie Wahl if she would be the Recorder. She agreed, Claudia Tonihka will take notes for Natalie in her absence.

4. Update on Paperless Payroll/Web-time Entry (PP/WE).
   a. Paperless paystubs – Done
   b. Electronic W-2s – In Progress, employees are opting in now
   c. Web-time Entry – Research underway; consulting Missouri school with similar systems

5. Janet O'Neill had a training session but sent in items for consideration regarding paperless payroll efforts.
   a. Employees need to be on the same pay-period schedule
   b. Sean shared that Janet has documentation to share regarding the process

6. Team discussed a desire to have Marie Scharfenberg stay on as a consultant. We feel that her expertise in Banner is of great benefit as we continue with the PP/WE initiative.

7. Melissa Weatherspoon asked about looking into the Employee Directory. Currently employees are very difficult to locate due to errors in the Directory. Sean mentioned that IT just finished working on a fix that will allow employees to correct their office contact information in EagleNet.

Action: Claudia Tonihka and Sean Lucero will visit with Curt Swartzlander and Evelyn Samuels as to the status of the "fix".

8. Sean reported additional improvement opportunity items submitted by Janet for review.

9. Meeting was adjourned. Next meeting to be announced.

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