

Committee on Priorities and Resources
Meeting Minutes – February 22, 2022

In attendance: Professor Nusrat Chowdhury; Professor Andrew Dole, chair; Professor Jill Miller; Professor Monica Ringer; Retail Dining Supervisor Peter Charron; Provost and Dean of the Faculty Catherine Epstein, *ex officio*; Chief Human Resources Officer, Kate Harrington, *ex officio*; Interim Director of Financial Planning, Ashley Travis, *ex officio*; Allie Ho '24; Jaden Richards '25; Steven Hegarty, recorder

Not in attendance: Interim Chief Financial Officer Thomas Dwyer, *ex officio*; Assistant Director of Family Giving, Emily Ziomek; Jae Yun Ham '22, *ex officio*

Guests: Sarah Barr, Advisor to the Provost on Campus Initiatives; Katie Edwards, Director of Financial Systems and Projects; Ralph Johnson, Director of Procurement and Shared Services

The meeting came to order at 8:30 am.

Proceedings

Update on the ongoing implementation of Workday (WD) at Amherst

1. Overview and review of WD project goals and timeline:
 - a. Project goals are to:
 - Simplify complex procedures;
 - Upgrade outdated systems; and
 - Make interacting with the College easier for everyone.
 - b. Review of the project timeline from 2019 to the present, and leading to the upcoming roll out of Workday Student. The current WD Student delay is related to a data issue. Historical data is being cleaned up for import. It is being resolved for a May rollout, and in time for the Fall semester.
2. Sarah demoed WD Student from the student perspective. She noted that, currently, only about 30 schools are using WD for their student systems.
3. Katie reviewed changes made since “go live” in January 2021, including adding some faculty support roles for ADC’s in WD.
 - a. Jill asked about comparative data, for example, the time to complete an expense report now vs. before WD. There is no data available pre-WD.
 - b. Jill recommended adding ADC’s for expense reimbursements. Individual faculty are not entering receipts because of time required. This function is being added now.
 - c. Andrew asked how many hours are faculty spending in WD.
4. Current Priorities of the WD project are:
 - a. WD Student implementation support;
 - b. Endowment distributions and accounting catch up for FY22;
 - c. Delegation of expense reports;
 - d. Budget vs. actual reporting for external grant managers;
 - e. Creating new roles to approve expenses related to facilities and IT projects;
 - f. Revising spend approvals to incorporate thresholds for review;
 - g. Implementing per diem for grant transactions; and
 - h. Adding the Cost Center Reviewer to Internal Service Delivery (ISD) approvals.

5. How can CPR help the WD project?
 - a. Support consistent practices and policies across the College.
 - b. Support Training and Development.
 - c. Support further enhancements of digital infrastructure and ongoing improvements, including a data warehouse to access historical data from Colleague.
 - d. Andrew asked about the priority of assigning work. For example, how much data entry is the responsibility of the faculty member? Junior faculty need to focus on scholarship and teaching, not spending time tracking grants and expenses in WD.
 - e. Katie emphasized the importance of workforce planning, especially as it connects to changes in employee job responsibilities due to the implementation of Workday.
 - f. CPR offered to help with any problems in filling positions, such as the authorization for FTE's. However, WD skills are commanding high salaries, and there is a limited pool of candidates. AC is developing our staff and building our own expertise.

Adjourned 9:30 am.

Respectfully submitted,
S Hegarty