

Cyborg Meeting Minutes
May 12, 2004

Attendance: Pete Bostian, Ken Dinsmore, Wayne Duncan, Shirley Eyler, Ann Heller, Randy Keller, Cathy McClintock, Kim McLean, Pam Mendelsohn, Jim Racheff

1. Payroll Processing: Wayne reported that the next holiday is Memorial Day. Ann told him that he could transmit the Vanguard data on either Friday or Tuesday, whichever was convenient for him. Pam Mendelsohn requested that the Data Management Services payroll be run the Thursday prior to the holiday.
2. Cyborg Updates: Wayne reported that there is one new update out there for PA regarding local quarterly processing which does not affect us.
3. Time & Attendance: Ken Dinsmore reported we have received the best and final offers from the six vendors. The voting group discussed the proposals and requested that the low bidder present another demo and answer any questions. The demo has been set up for May 26th after which the group expects to meet and make their final decision and begin the award process.
4. Miscellaneous: Ann gave Wayne a brochure to review on a folder/sealer that could accommodate W2 forms.

The next meeting will be held Wednesday, June 9, 2004, at 9 AM in the Building 362 Conference Room.