

## ESAC MEETING AGENDA AND NOTES

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	03/08/2023	Date Agenda Prepared:	03/06/2023
Meeting Time:	3:00 p.m. – 4:15 p.m.		
Group Members:	Maria Alam, Karen Bell, Timothy Cureton, Bridgette Decent, Rodney Gray, Dr. Kenneth Haggerty, Michael Heppner, Dr. Sue Hull-Toye, Darla Keel, Carol Laney, Justin Lawhead, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, Brian Meredith, William Noland, Jasmine Osborn, Roy Passman, Chris Renfrow, Adam Sugg, Shundra White, Lofton Wilburn and Colette Williams		
Absent:	Jasmine Osborn		
Invited Participants:	Derek Myers-Chief of Police, Bambi Lange (Police Services)		
Meeting Leader(s):	Sue Hull-Toye		
Location:	Online Via-Zoom		
Topic:	<b>Proposal for New Software and Department Updates</b>		
Meeting Objective(s):	Agenda items		

### Department Updates/Agenda Items

#### A. **Derek Myers-Chief of Police**

##### A. ESAC proposal – Everbridge

Derek Myers and Bambi Lange presented the need for Everbridge that will replace Live Safe and Alertus. The committee members affirmed the need and voted to proceed with the implementation.

#### B. **Chris Renfrow- Softdocs Etrieve Platform**

Softdocs/Etrieve platform will be unavailable Friday (3/10) morning from 7-9 AM while the vendor upgrades the system.

Chris's team notified Softdocs developers last week via email and there will be a Change Request notice this week.

#### C. **Michael Heppner- RingCentral Project**

Michael told the committee that the new phone system was progressing as planned. The initial groups are taking a little longer than expected because of the learning curve associated with the new system.

#### D. **Timothy Cureton-IT Security Training**

Department of Education and Third-party Servicers

- New Dear Colleague letter from Dept. of Ed. expands the definition of a third-party servicer. Andrew Linn in FinAd has asked for help in identifying any vendors that may fall under this new description.
- <https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2023-02-15/requirements-and-responsibilities-third-party-servicers-and-institutions-updated-feb-28-2023>

#### E. **Rodney Gray- BIS Projects**

New chart of accounts for Auxiliary Services Foundation and Herff Trust – We have reached out to SIG (Strata Information Group) for assistance with setting up new chart of accounts for Foundation Auxiliary Services and Herff Trust for Foundation office. SOW is being reviewed and will be signed ASAP.

Slate to Banner integrations – Waiting on final specs from the implementation team for the first Slate to Banner integration which will be transcript data.

OnBase (Misc projects) – Completed the first Softdocs to OnBase automation for the CPOS form. The Unpaid compensation form was put on hold until the form can update Banner. Danny will discuss at the next HR meeting if it is ok to proceed with just the OnBase automation. Working on completing the import of UniCAS docs into OnBase for the Graduate office. Working with Finance operations office to assist with importing payroll documents that were sent to DataBank for scanning. Waiting on NDA to be signed by all parties.

**F. Colette Williamson-Slate and Process Improvement**

Abby Parrill-Baker, Provost, met with Bridgett Descent, Carol Laney, and Colette to request assistance from the Process Improvement department to provide project management support for the Slate implementation. A new Slate Governance group will be formed to manage the different aspects of the Slate implementation and campus roll out. The new governance will consist of four committees.

Two Process Improvement projects will be completed by the end of March, New Fee Request and the Banner/Edison Reconciliation report.

**G. Open Discussion:**

There were no discussions.

**H. Meeting Adjourned.**

**Important Date:**

- *Next ESAC Meeting is March 22, 2023*