

ESAC MEETING AGENDA AND NOTES

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	04/19/2023	Date Agenda Prepared:	04/12/2023
Meeting Time:	3:00 p.m. – 4:15 p.m.		
Group Members:	Karen Bell, Timothy Cureton, Bridgette Decent, Rodney Gray, Dr. Kenneth Haggerty, Michael Heppner, Dr. Sue Hull-Toye, Darla Keel, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, Brian Meredith, William Noland, Jasmine Osborn, Roy Passman, Chris Renfrow, Adam Sugg, Shundra White, Lofton Wilburn		
Absent:	Maria Alam, Robert Jackson, Carol Laney, and Colette Williams		
Invited Participants:			
Meeting Leader(s):	Sue Hull-Toye		
Location:	Online Via-Zoom		
Topic:	Department Updates		
Meeting Objective(s):	Agenda items		

Department Updates/Agenda Items

A. Timothy Cureton-ITS Security

- The upcoming University Duo prompt is going live on May 5th.
- Email notifications are going out on campus letting users know that this is coming with some directions. The other piece of that is the calling option for dual authentication.
- Timothy's team also emailed all the users who have used the calling option in the past to let them know that the calling authentication will be going away on July 5th. They have received an individual email from Jared and the call back is going away. Sent out 22,000 emails.
- Timothy has notified those individuals to give them plenty of time to be able to transition to a different type of authentication. People can either use the dual push or a hardware token, so they could enter a password. They can receive SMS text messages as well.

B. Rodney Gray-BIS Projects

- **Slate**
 - I. There were some common app applications that were backlogged, and those were processed last week, and the daily process to process those applications coming in from Slate has been moved to production.
 - II. Data integration is still in testing and everything is running smoothly. Then there's one more phase that Jennifer must do, which is the credentialing evaluation and once that's done, they can move it to production. Bridgette Decent stated that the move to production should be sometime next week.
- **SIG Training (Finance)**
 - I. The finance department has four training sessions and there's a team space Rodney's team created. The consultant suggested this will be good information for the finance department. The next training is scheduled for April 28th- Budget Overview Training.
- **Ellucian programs converted from Cobol to Java**
 - I. Ellucian will no longer support the Cobol programs after September 13th. They have recreated all the Cobol programs into the Java programs and have been released in T-Banner. Rodney sent out a link to the Ellucian support site that has some information about which programs were targets.

C. Michael Heppner- Network Services- RingCentral Update

- Michael's team successfully completed the ring central porting for the physical plant last week/making good progress.
- The next big migration over to RingCentral is scheduled for May and Michael's teams sent out sheets to the department heads in the Administration Building.
- Currently getting information entered that RingCentral needs to get ready to port the phone numbers.

D. Shundra-White- ITS Service Desk- RingCentral Update

- Shundra has begun the process of migrating the Service Desk Department and the call center.
- Completed the data collection and received their RingCentral phones and have also submitted their information to the vendor to get our numbers ported over. This will roll out on April 28th.

E. Shruti Bapat- Process Improvement

- **Chrome River**
 - Chrome River replied they will no longer provide custom scripts for their exports for handling future year encumbrances. Carroll Keyes is currently updating programs to process future year encumbrances in Banner. Testing is currently being performed.
- **Edison / Banner Reconciliation**
 - Team's outcome documentation is being prepared.
- **GA Pool Positions**
 - Testing is being performed. Announcements will be sent out the week of April 17th and presented at Focus Finance/HR meeting.
- **New Fee/Change Amount Request**
 - A testing group met last week and made some suggestions. Those are being implemented and will be tested with the group again in the next few weeks.
- **Security Team**
 - Team is working on the form design using Softdocs.
 - Team has met with IT and discussed improvements for requesting and maintaining a Sponsored account.
 - Recommend sponsored accounts to be created for a maximum of 6 months, with exceptions allowed where applicable.
 - Add a statement of responsibilities to the emails sent to the sponsors.
- **Slate Project Management**
 - In process of creating a project/process suggestions survey questionnaire to formalize the process for making requests. Those will be sent to the Steering Committee for review and scheduling.
 - Developing a website site for the Slate Governance.
- **Softdocs Projects – assigned to Shruti:**
 - Alcohol Service Exception
 - Effort Certification – Request to unlock records for Labor Redistribution
 - Interim Pay Appointment
 - Moving Expense
 - Telecommute form

F. Bernard McGhee- CIO-ITS- Projected Budget Cuts

- If the university proposed a 3% budget reduction plan is activated, and the fiscal year 2024, that means that it's just like so many other departments here on the campus and will need to take the necessary steps to achieve the required reduction. So, what's of interest to this group is that there are two areas that it will have to make reductions in that will affect those outside of ITS.

- Will have to reduce some of the hours of the IT Service desk operations and must make other cuts to our base budget. Zoom license subscriptions would need to be canceled.

G. Danny Linton- HR

- Preferred name in banner has been added. The preferred name, as of today, is on all job applications with the university and workForum. So, if any of those individuals have a preferred name upon application, we will have it in HR.
- **REMINDER:** appraisals are due on April 30th and as of today, 66 performance appraisals have been completed.

H. Darla Keel- Slate to Banner/Preferred Names

- Darla's team is currently testing banner 9, faculty grading, and that will show the preferred name for faculty. ID Cards will have a preferred name if the student prefers it. However, you can choose between whether having a preferred name or your legal name on your Id card.
- Attended the Policy Board meeting on April 20th, and now have a policy on preferred name usage for faculty, staff, and students.
- Darla's team has been working on getting the immunization requirements decoupled from registration so that students can register for full-time hours. Students don't have to be stressed out about getting their documents in April and classes don't start till August.
- Will do an audit before classes begin.

I. Bridgette Decent- Office of Institutional Research Update

- OIR is working with the Faculty Senate on revising faculty SETE reports with the new questions they developed. They want to add free-response comments.
- We are working with Chris Renfrow on this. We may need Karen Bell's historical knowledge on why the free-response comments are separate, to begin with.

J. Meeting Adjourned.

Important Date:

K. *Next ESAC Meeting is May 3, 2023*