

ESAC MEETING AGENDA AND NOTES

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	05/31/2023	Date Agenda Prepared:	05/24/2023
Meeting Time:	3:00 p.m. – 4:15 p.m.		
Group Members:	Karen Bell, Timothy Cureton, Rodney Gray, Dr. Kenneth Haggerty, Michael Heppner, Dr. Sue Hull-Toye, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, Brian Meredith, George Ninan, William Noland, Jasmine Osborn, Roy Passman, Chris Renfrow, Adam Sugg, Shundra White, Lofton Wilburn and Colette Williams		
Absent:	Maria Alam, Deborah Becker, Bridgette Decent, Robert Jackson, Darla Keel and Carol Laney		
Invited Participants:			
Meeting Leader(s):	Dr. Sue Hull-Toye		
Location:	Online Via-Zoom		
Topic:	Department Updates		
Meeting Objective(s):	Agenda items		

Department Updates/Agenda Items

A. Colette Williams- Process Improvement Projects (PMG)

- The University Process Improvement team is in the process of starting a new team to hire Foreign Nationals that will start in June. Colette will send out invitations to the staff to serve on the team.
- **Gentle Reminder:** Employee Indebtedness to the University – Team kickoff was held Wednesday, May 17th. The team will review current processes as they relate to repayment to the university via payroll deduction for such items as medical premiums for those on FMLA, traffic fines, student charges, etc. Eliminate the current HR manual process for tracking, emailing employees, and USBS mailing monthly statements. Debts owed will be set up in Banner AR for better tracking and automated notifications.

B. Danny Linton-HR (RFP replacement for employee recognition vendor)

- HR is going out with an RFP for a replacement for the employee recognition vendor. This will likely involve connections to Banner. The RFP is drafted and is currently going through the procurement process now.
- HR would like the integration with Microsoft Teams for the purpose of promoting employee recognition, peer-to-peer recognition, and potential distribution of the awards points.

C. Rodney Gray- BIS Projects

- The SIG Engagement for the new chart of accounts has been put into production.

D. Tim Cureton- ITS Security (Duo Authentication Reminder)

- Duo-callback Deprecation: The option for callback authentication will no longer be available after July 5th. However, you can still receive text messages or use your phone app to receive a push notification.
- Communication was sent to all students, faculty & staff on June 1st.

E. Meeting Adjourned.

F. Important Date:

- **Next ESAC Meeting is June 14th, 2023**