ESAC Meeting Agenda and Notes
The University of Memphis

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	02/22/2023	Date Agenda Prepared:	02/15/2023
Meeting Time:	3:00 p.m. – 4:15 p.m.		
Group Members:	Deborah Becker, Karen Bell, Timothy Cureton, Bridgette Decent, Rodney Gray, Dr. Kenneth Haggerty, Michael Heppner, Dr. Sue Hull-Toye, Robert Jackson, Justin Lawhead, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, Brian Meredith, William Noland, Jasmine Osborn, Roy Passman, Chris Renfrow, Adam Sugg, Lofton Wilburn, Colette Williams, and Eric Valdescaro		
Absent:	Maria Alam, Darla Keel, Carol Laney, MK Tyler, Shundra White		
Invited Participants:	1. Danielle Minnick Eye Representative from Ellucian (the first 30 minutes) <mark>(Separate zoom link invite)</mark> 2. Brian Rock-Director of Housing and Residence Life		
Meeting Leader(s):	Sue Hull-Toye		
Location:	Online Via-Zoom		
Topic:	**New Projects and Department Updates**		
Meeting Objective(s):	Agenda Items		

Department Updates/Agenda Items

A. Danielle Minnick Eye- Ellucian Representative (the first 30 minutes)

- DEMO: Ellucian/The University Of Memphis: Ellucian Experience
  https://ellucian.zoom.us/j/92089651603
- Ellucian Representatives presented a demo that includes their existing contract which is the base version of the Ellucian Experience called Foundation.

B. Brian Rock-(Director of Housing and Residence Life) ESAC Proposal Form/ HECVAT-Roompact Projects and Vote

- Roompact for The University of Memphis is a software that is dedicated to residence life software that places the work of Residence Life staff at the forefront. Roompact is an all-in-one platform that is designed for student staff members to use every day. Their daily tasks are simplified because all forms are available within Roompact.
- Most universities and colleges have a Housing Management System (HMS) that handles the application and assignment of residents on campus and it is tailored specifically to the work that we do here in housing and working with student staff, with the professionals that we have.
- Roompact is very decentralized and provides us with effortless ways to communicate with residents and logs, and records of those interactions.
- To protect the institution and its systems, vendors whose products and/or services will access and/or host institutional data must complete the Higher Education Community Vendor Assessment Toolkit (HECVAT). Throughout this tool, anywhere where the term data is used, this is an all-encompassing term including at least data and metadata.
- Bring it under one house, one system that makes it easily accessible, for not only the whole directors but for the professional staff as well as for some other campus partners, too, as Housing

& Residence Life, (HRL) are identifying students that are potentially at risk. It helps HRL to identify who those particular students are through interactions with them to information that's tagged within the system which ultimately. It will enhance the student experience as well as retention within the university by being able to address those students that are in need or need a certain crisis.
- This information is then easily accessible and viewable by professional staff members. It helps professional staff members know what the RAs know and closes the information gap between professional staff and student staff members.
- 10% of their on-campus population to use this year. As an example, HRL lost approximately 10% of their on-campus population who did not come back after the fall and if that information was collected ahead of time, then, HRL could have been able to get those students the support that they needed in one way or another. Not only are they sharing a room with someone, but it's a room that probably may be smaller than the room they had all of themselves at home, and that naturally creates conflict.
- This system is set up in such a way that when they check into their room, they are immediately emailed a digital roommate agreement with suggestions on what that looks like and how to go about having those conversations and discussing that again, HRL has found that students that have completed the roommate agreement.
- Housing and Residence Life will be the ones fully funded for this particular project there's a one-time installation fee of $8,993, and at the current rate, the annual fee is $11,032.

C. **A motion was made and seconded to approve the ESAC Proposal and HECVAT-Roompact Projects**
- (9) Staff were in favor-Dr. Kenneth Haggerty, Bridgette Decent, Chris Renfrow, Deborah Becker, Lofton Wilburn, Danny Linton, Colette Williams, William Noland, and Justin Lawhead.
- (0 opposed).
- The motion was approved.

D. **Rajkumar Manickavasagam- Preferred Names**
- Preferred names are being set up to test Banner and to test some of the self-service pages.
- The test Banner will start showing preferred names and Raj's team will be working with the students and HR.
- Once the test Banner is completed, preferred names in the Banner will become a live production.

E. **Danny Linton- HR-Banner 9**
- The HR team is currently implementing Banner 9 production and waiting for functionality approvals.
- Danny and the HR team are currently addressing who should have access to all proxies for the "super user" ability and until this solution has been solved, Danny encouraged all faculty and staff to continue using Banner 8.

F. **Colette Williams-PMG**
- The Project Management Group has initiated two new projects since the last meeting and will be working with the group for hiring foreign national employees that will help streamline their process.

G. **Meeting Adjourned.**

Important Date:
- *Next ESAC Meeting is March 8, 2023*