ESAC Meeting Agenda and Notes

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	03/22/2023	Date Agenda Prepared:	03/20/2023
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, Darla Keel, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, Brian Meredith, William Noland, Jasmine Osborn, Roy Passman, Chris Renfrow, Adam Sugg, MK Tyler, Shundra White, and Colette Williams		
Absent:	Maria Alam, Bridgette Decent, Robert Jackson, Carol Laney, Lofton Wilburn		
Invited Participants:	Darren Wibberding- Litigation & Records Legal Professional		
Meeting Leader(s):	Brian Meredith		
Location:	Online Via-Zoom		
Topic:	**Department Updates**		
Meeting Objective(s):	Agenda items		

Department Updates/Agenda Items

A. **Darren Wibberding- (Litigation & Records Legal) SpotDraft Implementation Project (Legal Software)**
   - SpotDraft is a management automation platform that offers end-to-end contract lifecycle management. The platform mainstreams multiple departments like legal, finance, sales, and HR to reduce review requests, streamline your repository, & provide analytics into your current process. The purpose of this policy is to provide guidelines to the Suppliers of SpotDraft to ensure the protection of the organization's assets that is accessible by suppliers.
   - Darren's Office still needs contracts and lifecycle management software. Changes in international tax law and the firm that they were looking at for legal products and SpotDraft is a great product.
   - Use for more coaching or employment contracts and for athletics that would be things that could sort of build in templates, for where external users from the office could request those there's also the ability to have what they call a third-party. Will be able to import that into our system, have collaborators, and work on the contract together as well as the ability to do electronic signatures, not using DocuSign.
   - Darren's Office negotiated a price down to something that was accessible for their office, and so they were able to come up with a price that was less than what they would have had to pay after legalizing the taxes. Some of the users of their product may include billing as part of their use of the product and so there might be the ability to send and receive payment items and suppose as part of the contracts that they run through their program.

B. **Timothy Cureton-ITS Security**
   - SSO Update- Timothy's team is moving forward with the SSO integration and Patrick and Bambi are working on getting that set up. Will test and add new users to ensure those are up and running.
   - Paciolan is being put in place for Athletics.
   - Duo Universal, prompt coming May 5, 2023, and communications will be going out to the campus soon.

C. **Michael Heppner- RingCentral Project**
- Ported some of ITS desk phones yesterday, 3/21/2023. Planning on doing the Herzog Building April 12th. Things are progressing as planned.
- Continually updating the website with more information and Mike will have a tentative schedule on the website for the first several months of the buildings they are planning to migrate.

D. **Rodney Gray-BIS Projects**
- **Slate (Common App, Slate to Banner integrations)**
  I.   Currently testing Common App in Slate. The plan is to make use of the current responder file process for applications that come into Slate via Common App. Applications are coming into Slate.UG would have liked to have had processing in place last Friday. Carol asked them to wait until thorough testing can be completed. Currently having an issue with curriculum data from Slate.
- **SIG Training (Finance)**
  II.   Engagement with SIG. There are three training sessions. The first training is this Friday, March 24th, March 31^{st,} and April 6th. Other training sessions are scheduled throughout the middle of May and those will be recorded for future use.
  III.   Group training sessions are scheduled with the finance team and the first one is Friday, March 24th.

E. **Rajkumar Manickavasagam-Banner Clone**
- There will be T-Banner-clone on April 6th. The Bursar's Office has requested a clone to test billing.

F. **Colette Williamson-Slate and Process Improvement**
- Currently testing some users that are going to come in next week to finalize the testing for softdocs. It's been another one of those complicated technical forms that keep creating the contracts and for the pool, positions started testing that this week up to have that rolled out.
- The users and slate steering committee meeting went well this week and currently creating a web page and now have a better way of tracking things.
- Colette's team will be creating a web page and a form when people are requesting changes and new processes that need to be added rather than just emails to people. And they're trying to coordinate. Will have a better way of tracking things in the future.

G. **Open Discussion:**
   There were no discussions.

H. **Meeting Adjourned.**

Important Date:
I.   ***Next ESAC Meeting is April 5, 2023***