ESAC MEETING AGENDA AND NOTES

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	05/17/2023	Date Agenda Prepared:	05/10/2023
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, Carol Laney, Justin Lawhead, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, Brian Meredith, Jasmine Osborn, Roy Passman, Chris Renfrow, Adam Sugg, Shundra White and Colette Williams		
Absent:	Maria Alam, Dr. Sue Hull-Toye, Robert Jackson, Darla Keel, William Noland, and Lofton Wilburn		
Invited Participants:	Joseph Edwards, Hannah Scott, Justine Springs & Leadership Team (School of Communication Sciences Disorders)		
Meeting Leader(s):	Karen Bell		
Location:	Online Via-Zoom		
Topic:	**Department Updates**		
Meeting Objective(s):	Agenda items		

Department Updates/Agenda Items

A. **Joseph Edwards & Leadership Team (School of Communication Sciences Disorders) will join at 3:00 PM- ESAC proposal – Intelligent Medical Software from MICA Information Systems**
   - Intelligent Medical Software from MICA Information Systems support and maintenance will be provided by MICA. They will help build reports, intake forms, and customized templates for our professional activities. They will provide a primary contact for troubleshooting after training and implementation begin. CSD is separating their operations from Methodist Le Bonheur Healthcare and expects significant improvement in efficiency and ability to collect revenue. The Methodist Le Bonheur contract will end by mutual agreement. CSD needs a new system that will do everything they've been doing and looked at several systems. This software will be integrated by Speech and Audiology, Speech, Language, Pathology, or Audiology, and by clinicians.
   - Since the system manages everything. They are looking for a system that will store all of their electronic medical records and will allow their clinicians to communicate with each other and with patients in a HIPAA-protected way, Electronic medical records require HIPAA- protection.
   - There was a vote to move forward with the Intelligent Medical Software from MICA Information Systems:
       - D. Becker
       - B. Decent
       - K. Haggerty
       - C. Laney
       - J. Lawhead
       - D. Linton
       - B. Meredith
       - C. Williams
       - All voted members vote yes.
   - A motion was made and seconded to approve the Intelligent Medical Software from MICA Information Systems

B. **Timothy Cureton- ITS Security**

- Duo-callback Deprecation: The option for callback authentication will no longer be available after July 5th. However, you can still receive text messages, or you can use your phone app to receive a push notification.
- You can also use the app on the phone to get a passcode or there's another option for a hardware token which you can purchase through the service desk that will be charged to departments.

C. **Michael Heppner-RingCentral Update**
- Phones are going out for users in the Administration Building, Billy Mac Jones, Alumni Center, Campus School, Orgel, Lipman School, and Student Aid Contact Center. Scheduled for cutover on Wednesday, May 24th with 265 extensions are being moved.
- Communication has been sent to the users to register and set up their RingCentral accounts.

D. **Karen Bell-ERP Implementation RFP Update**
- EFP Implementation RFP was published in TigerBuy.
- Several people in Business and Finance and ITS contributed to and reviewed the RFP.

E. **Colette Williams- Process Improvement Projects (PMG)**
- 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. This will 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.
- Security Access Request forms – Five individual processes are being streamlined into a single form, which based on the type of system access an individual needs, the form will route to the appropriate Financial manager and Security Officer for approvals.

F. **Danny Linton HR**
- The HR computer lab is no longer available for use.

G. **Meeting Adjourned.**

Important Date:
- ***Next ESAC Meeting is May 31, 2023***