ESAC Meeting Agenda and Notes

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	07/12/2023	Date Agenda Prepared:	07/06/2023
Meeting Time:	3:00 p.m. – 4:15 p.m.		
Group Members:	Deborah Becker, Karen Bell, Timothy Cureton, Rodney Gray, Dr. Kenneth Haggerty, Michael Heppner, Dr. Sue Hull-Toye, Robert Jackson, , Carol Laney, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, William Noland, Jasmine Osborn, Roy Passman, Chris Renfrow, , Shundra White, Lofton Wilburn and Colette Williams		
Absent:	Maria Alam, Bridgette Decent, Darla Keel, Justin Lawhead, Brian Meredith, and Adam Sugg		
Invited Participants:	Dr. Brad Harrell & Enrika Robertson		
Meeting Leader(s):	Dr. Sue Hull-Toye		
Location:	Online Via-Zoom		
Topic:	**Department Updates**		
Meeting Objective(s):	Agenda items		

Department Updates/Agenda Items

A. **Dr. Brad Harrell (Assistant Dean, Lambuth Nursing) will join at 3:00 pm- ESAC Proposal- (TAMS) Teaching Assignment Management System Software**
   - Dr. Brad Harrell- Loewenberg College of Nursing proposed the purchase of Teaching Assignment Management System Software (TAMS) that will improve the efficiency of all involved in workload planning by centralizing the data in one location with multiple levels of users and access abilities. Assignments may be made based on many factors but an algorithm including a history of teaching that course and faculty preferences creates suggested workloads. Customization for the types and amounts of workload is limitless. This system also supports adjunct faculty, graduate/teaching assistants, and other staff as needed. This new software will be funded by the School of Nursing and the annual license fee is (set at 3-year increments) 3-Year Total - $97,100.
   - There was a vote to purchase the TAMS Software for Lambuth, School of Nursing.
     - D. Becker
     - K. Haggerty
     - C. Laney
     - L. Wilburn
     - D. Linton
     - W. Noland
     - All voted members vote yes.
   - A motion was made and seconded to approve the TAMS Software for Lambuth, School of Nursing.

B. **Colette Williams- Process Improvement Projects (PMG)**
   - The foreign national hiring team is scheduled to kick off this week and the Graduate school insurance is scheduled to kick off this week as well.

C. **Karen Bell-ITS Administration**
   - Karen met with the TBR team on July 12th, and it has been indicated that Banner 9 registration would **require** some configuration that the functional areas will need to implement.

D. **Carol Laney- Banner 9 & SIG updates**
- The Registrar's office is primarily getting the Slate system ready for the next application cycle and is currently in a reset phase.
- Carol's team met with SIG for Graduate School and will be using SIG to help with changing some of the things that they initially launched with Slate for graduates.

E. **Danny Linton- HR**
- The links to Time Leave Reporting under the Employee tab in the MyMemphis portal will soon be changing. On Tuesday, July 18, the Time Leave Reporting and Time Approval portlets will be removed as they are linked to the no-longer-supported Banner 8.
- September 2023, HR will start using Banner 9, for the employee portal for unpaid compensation beneficiaries.

F. **Meeting Adjourned.**

G. **Next ESAC Meeting- July 26, 2023**