HCM Academic Management Discovery

December 11, 2019
1:30 p.m. – 3:00 p.m.

WebEx or In Person
Moore Connolly Building, Room 122
College Station, TX 77840

1. Welcome & Roll Call
   5 minutes

2. Action Item Review
   15 minutes
   e. Provide Draft Survey to Working Group by 12/12/2019 – DeAnna
   f. Schedule Spring Meetings by 12/11/2019 – DeAnna. Done
      i. Meetings scheduled every two weeks, January 8 through April 29, 2020; Webex details sent to working group

3. New Items
   45 minutes
   a. Feedback from TAMUSA on Sedona – DeAnna/Amy
      i. Used by College of Business and useful for reporting and tracking; not competitively bid; do not see Sedona as useful system-wide; specialized and used by business colleges
      ii. AEFIS meeting scheduled for tomorrow
   b. Review edits and new items submitted from Working Group on Business Requirements – DeAnna
      i. Reviewed items that were suggested as Critical to confirm or not the change from original rating
      ii. Voted on items and came to consensus majority vote for final needs rating
   c. System Purchasing Requirements – Brad
      i. Met with Jeff Zimmerman, Director of A&M System Procurement to confirm appropriate process
      ii. Recommendation that we proceed with a formal Request for Proposal (RFP); requires more time to go through RFP process, with a targeted list of vendors
      iii. RFP will be drafted and provided to working group to review
iv. Workday will not be targeted to respond to RFP, since they are already contracted as the system-wide HCM product with academic management functionality available

v. Impact of the RFP is to working group timeline, confidentiality requirements and workload

vi. Reviewed draft RFP calendar

d. Vote to accept Business Requirements – Working Group
   i. Approved full list of business requirements

e. Discussion and vote on short-list for vendor RFP invitation – DeAnna/Working Group
   i. Approved short-list of vendors to include RFP process
      1. Interfolio
      2. Workday (will not be required to participate in RFP)
      3. Sedona
      4. AEFIS

f. Criteria and scoring of vendor response – DeAnna
   i. Need formal criteria to support RFP; task force who worked on business requirements will develop first-pass criteria to present to working group for review and approval.

g. Vendor response review plans – DeAnna
   i. Break into teams to each review a vendor’s proposal; will determine break out of teams once number of responding vendors known.
   ii. Volunteers: David Reavis, Blanca Lupiani, Sanfrena Britt, Michael Rendon, Lona Warren, Kris Drumheller, Amy Lewis, Tammi Thompson, Rahim Quazi,

h. Survey current processes – DeAnna
   i. Draft document reviewed for response by each institution; asking for feedback from working group

4. Questions/Concerns
   10 minutes
   None

5. Next Steps
   5 minutes
   a. Cancel the meeting with AEFIS, in lieu RFP – DeAnna
   b. Send draft survey to working group for feedback – DeAnna
   c. Business Requirements Task Force develop criteria by 1/15/2019 – Task Force
   d. Return feedback to survey by 12/18/2019 – Working Group
   e. ENJOY THE HOLIDAY!

Next meeting January 8, 10:00 am – 11:30 am, WebEx and Workday Services office HCM101
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<th>Name</th>
<th>A&amp;M System Member</th>
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<td>1</td>
<td>Dr. Rahim Quazi</td>
<td>Prairie View A&amp;M University</td>
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<td>2</td>
<td>Dr. Diane Taylor</td>
<td>Tarleton State University</td>
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<td>3</td>
<td>Dr. David Ragsdale</td>
<td>Texas A&amp;M AgriLife Research</td>
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<td>4</td>
<td>Lona Warren</td>
<td>Texas A&amp;M Engineering Experiment Station</td>
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<td>5</td>
<td>Dr. Blanca Lupiani</td>
<td>Texas A&amp;M Health Science Center, Texas A&amp;M University at Galveston, Texas A&amp;M University</td>
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<td>Dr. Stephen Duffy</td>
<td>Texas A&amp;M International University</td>
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<td>7</td>
<td>Sanfrena Britt</td>
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<td>8</td>
<td>Tammi Thompson</td>
<td>Texas A&amp;M University - Commerce</td>
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<td>9</td>
<td>Dr. Michael Rendon</td>
<td>Texas A&amp;M University - Corpus Christi</td>
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<td>10</td>
<td>Dr. Jaya Goswami Substitute: Abigail De La Mora</td>
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<td>11</td>
<td>Dr. Amy Lewis</td>
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<td>12</td>
<td>Dr. David Reavis</td>
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<td>15</td>
<td>Dr. Kristina Drumheller</td>
<td>West Texas A&amp;M University</td>
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<td>13</td>
<td>DeAnna White</td>
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<td>16</td>
<td>Brad Blair</td>
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