

HCM Academic Management Discovery Meeting Agenda

February 19, 2020
10:00 – 11:30 am

WebEx or Workday Services, HCM101

1. Welcome & Roll Call

Name		Name		Name	
Dr. Rahim Quazi	X	Sanfrena Britt		Dr. Kristina Drumheller	X
Dr. Diane Taylor	X	Tammi Thompson	X	Brad Blair	X
Dr. David Ragsdale	X	Dr. Michael Rendon		DeAnna White	X
Lona Warren	X	Dr. Jaya Goswani		James Ross	X
Dr. Blanca Lupiani		Dr. Amy Lewis	X		
Dr. Stephen Duffy	X	Dr. David Reavis	X		

2. Action Item Review

- Test Case Scenarios draft by 2/19/2020 - Task Force. IN PROGRESS
- Provide feedback to Demonstration Script, Reference Check and Presentation Feedback drafts by 2/14/2020 – Working Groups
- Update Proposed Calendar by 2/12/2020 – DeAnna. DONE
- Secure logistics for presentations by 2/19/2020 – DeAnna. DONE
- Research WebEx registration requirements by 2/19/2020 – DeAnna. IN PROGRESS

3. New Items

- Update on RFP process – DeAnna
 - RFP released 2/17/2020; Procurement office will notify the short-list vendors; Procurement approved evaluation criteria, but recommended that pricing be evaluated by one or two people and then to whole group; Procurement needs two or three days to review submittals before turning over to working group; Procurement will be point of contact with vendors for presentations.
 - Approved using small group of reps from Workday Services and Procurement to evaluate pricing.
- Review revised RFP Calendar – DeAnna
 - Added governance groups and meetings to calendar; due to later release of RFP, presentations moved to 4/14 – 4/16/2020; created a graphic calendar view for planning purposes; two days for presentations are preferred by all; evaluation of proposals to be complete week of 3/23/2020 with voting for round 2 on 4/01/2020; reference checks conducted week of 4/06/2020; final vote on 04/22/2020; acknowledged calendar is tight, but doable.
 - Approved proposed calendar as discussed and edited during meeting.
- Update on Presentation/Demonstration Logistics – DeAnna
 - Research webex setup and cannot prohibit non-TAMUS individuals from attending online, but can communicate purpose and expel individuals if needed.
 - Secured Rudder Tower, room 701, in College Station for on-site presentations since expected attendance is less than 70; convenient to parking, hotel and food options.
- Update on Vendor Demonstration scripts – DeAnna White
 - Revised document format and numbering; reviewed and edited tasks in Recruiting Script 1; will review remaining three scripts at next meeting; script is to be finalized 3/4/2020.
 - Approved the Recruiting script as presented and edited during meeting.
- Update on Reference Check questions – Kristina Drumheller

- i. Draft document reviewed and is a work in progress; will review at next meeting; reference check questions to be finalized 3/18/2020.
 - f. Brainstorming: Communicating project/software within institutions – DeAnna/Brad
 - i. We want to be transparent and do not want to catch anyone off guard with the decision here; encouraged working group to share information within their member. Brad presents to CIOs, CFOs, HROs, and updates provided to Dr. James Hallmark
 - ii. Agreed a shareable email that working group can distribute will be helpful; include description, be informative and concise, link to website, timeline, members of committee; working group can share with Provost, faculty senate, deans/department heads, etc.
 - iii. Some working group already communicate about project with groups such as Provost, Academic Affairs Council; Academic Leadership Council and Faculty. Can put on agendas for Executive Council and Dean's Council.
- 4. Questions/Comments
 - a. Encouraged working group to let Workday Services know if meetings can be made better
- 5. Next Steps
 - a. Update calendars and share with working group by 2/21/2020 - DeAnna
 - b. Finalize presentation scripts by 3/4/2020 – DeAnna/Task Force
 - c. Finalize reference check questions by 3/18/2020 – James/Task Force
 - d. Draft communications email by 3/4/2020 - DeAnna

Next Meeting: March 4, 2020, 10 – 11:30 am