

HCM Academic Management Discovery Meeting Agenda

April 15, 2020
10:00 – 11:30 am

WebEx only

1. Welcome & Roll Call

2. Name		Name		Name	
Dr. Rahim Quazi	X	Sanfrena Britt	X	Dr. Kristina Drumheller	X
Dr. Diane Taylor	X	Tammi Thompson	X	Brad Blair	X
Dr. David Ragsdale	X	Dr. Michael Rendon	X	DeAnna White	X
Lona Warren	X	Dr. Jaya Goswani	X	James Ross	X
Dr. Blanca Lupiani	No	Dr. Amy Lewis	X		
Dr. Stephen Duffy	X	Dr. David Reavis	X		

3. Action Item Review

(5 minutes)

- Finalize reference check questions by 3/18/2020 – James/Task Force. DONE
- Draft communications email by 3/4/2020 – DeAnna. DONE
- Email to each review team with instructions by 3/27/2020 – DeAnna. DONE
- Send appointments for revised calendar to working group by 3/27/2020 – DeAnna. DONE

4. New Items

(60 minutes)

- Update on RFP process and Calendar – DeAnna White
 - Adjusted calendar for reference check work through end of April
- Email template for campus communications – DeAnna White
 - Encouraged group to send email through their contacts before end of April so it can be followed by invitation to presentations
- RFP Review Teams report out
 - RFP Interfolio – David Ragsdale
 - Most items met expectations; a few business requirements including critical items and core functionality did not; agree that clarification about functionality was needed from the vendor
 - Overall vendor response acceptable
 - Business Requirements Workday – Lona Warren
 - Most items met expectations; a few business requirements did not; agree that clarification about functionality was needed from the vendor
 - Overall vendor response acceptable
- Discuss vendor proposals for round 2 – DeAnna
 - Vote on round 2 vendors
 - Approved inviting both Workday and Interfolio to vendor presentations
 - Clarifications from vendors should be obtained before presentation dates
- Other Review Teams
 - Reference Interfolio – Amy Lewis
 - Reached out to schedule for 6 vendors this week and next week
 - Reference Workday – Sanfrena Britt
 - Awaiting reference check customers from DeAnna – expect by Friday
 - Pricing – Brad Blair
 - Progress made; focused on Interfolio pricing; will be able to share information with working group at 4/29 meeting

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2. Reminder that this group will be looking at price ranges; will be implementation decisions in Phase 2 that will impact specific pricing for each member
- f. Review Vendor Presentation schedule – DeAnna
 - i. Reviewed schedule; will edit to end at 4:30; will vote at next meeting
- g. Vendor Presentation Feedback Survey – DeAnna
 - i. Demo survey ready in SurveyMonkey for working group to test; will vote at next meeting
5. Questions/Comments
None
6. Next Steps
 - a. Send calendar invites (optional) to group for Webex tests by 4/29/2020 – DeAnna
 - b. Update calendar invites for presentations by 4/29/2020 – DeAnna
 - c. Work with review teams to get clarifications from vendors by 5/1/2020 – DeAnna
 - d. Edit presentation agenda by 4/29/2020 – DeAnna
 - e. Test feedback survey by 4/24/2020 – Working Group

Next Meeting: April 29, 2020, 10 – 11:30 am