HCM Academic Management Discovery
Meeting Agenda

April 15, 2020
10:00 – 11:30 am
WebEx only

1. Welcome & Roll Call

2. Name | Name | Name
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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)
   c. Email to each review team with instructions by 3/27/2020 – DeAnna. DONE
   d. Send appointments for revised calendar to working group by 3/27/2020 – DeAnna. DONE

4. New Items
   (60 minutes)
   a. Update on RFP process and Calendar – DeAnna White
      i. Adjusted calendar for reference check work through end of April
   b. Email template for campus communications – DeAnna White
      i. Encouraged group to send email through their contacts before end of April so it can be followed by invitation to presentations
   c. RFP Review Teams report out
      i. RFP Interfolio – David Ragsdale
         1. 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
         2. Overall vendor response acceptable
      ii. Business Requirements Workday – Lona Warren
         1. Most items met expectations; a few business requirements did not; agree that clarification about functionality was needed from the vendor
         2. Overall vendor response acceptable
   d. Discuss vendor proposals for round 2 – DeAnna
      i. Vote on round 2 vendors
         1. Approved inviting both Workday and Interfolio to vendor presentations
         2. Clarifications from vendors should be obtained before presentation dates
   e. Other Review Teams
      i. Reference Interfolio – Amy Lewis
         1. Reached out to schedule for 6 vendors this week and next week
      ii. Reference Workday – Sanfrena Britt
         1. Awaiting reference check customers from DeAnna – expect by Friday
      iii. Pricing – Brad Blair
         1. Progress made; focused on Interfolio pricing; will be able to share information with working group at 4/29 meeting
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