January 22, 2020
10:00 – 11:30 am

WebEx or Workday Services, HCM101

1. Welcome & Roll Call

<table>
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<tr>
<th>Name</th>
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<tr>
<td>Dr. Rahim Quazi</td>
<td>X Sanfrena Britt</td>
<td>X Dr. Kristina Drumheller</td>
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<td>Dr. Diane Taylor</td>
<td>Tammi Thompson</td>
<td>X Brad Blair</td>
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<td>Dr. David Ragsdale</td>
<td>X Dr. Michael Rendon</td>
<td>X DeAnna White</td>
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<tr>
<td>Lona Warren</td>
<td>X Dr. Jaya Goswani</td>
<td>X James Ross</td>
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<td>Dr. Blanca Lupiani</td>
<td>X Dr. Amy Lewis</td>
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<td>Dr. Stephen Duffy</td>
<td>X Dr. David Reavis</td>
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2. Action Item Review

a. Evaluation Criteria draft by 1/21/2020 – Task Force. DONE
c. Discuss institution interest for vote 1/22/2020 – Working Group. DONE
d. Test Case Scenarios draft by 2/19/2020 - Task Force. IN PROGRESS
e. Draft invitation to presentation for institution use by 2/5/2020 – DeAnna. NOT STARTED
f. Secure logistics for presentations by 2/19/2020 – DeAnna. IN PROGRESS
g. Start planning for presentation invitation and travel – Working Group.

3. New Items

a. Update on RFP process – DeAnna
   i. RFP must be publicly posted to comply with HUB and other requirements; edited language in sections 1.1, 3.1 and 4.2 to clarify that vendors must meet all business requirements, including recruiting. Office of General Counsel will review for legal sufficiency.
   ii. Reminder that if members choose to move forward with a vendor separately and prior to the working group recommendations, there will likely be implications and challenges for that member’s use of the third party system as it relates to integrations and reporting support.
b. Review revised RFP Calendar – DeAnna
   i. Calendar adjusted due to RFP process changes; presentations and demos now moved to end of March/first of April
c. Review and vote on member interest to opt-in to selected vendor contract – DeAnna
   i. Most members voted yes
d. Review & discuss Evaluation Criteria Scoring – Tammi Thompson
   i. Edited overall weighting values
   ii. Approved
e. Discuss and vote on Reference Check plans – James Ross
   i. Identify volunteers to draft reference check questions
      1. Michael Rendon, Kristina Drumheller
   ii. Approved

4. Questions/Comments

   a. None

5. Next Steps
a. Update Evaluation Criteria deck and worksheet by 1/24/2020 – DeAnna
b. Test Case Scenarios draft by 2/19/2020 - Task Force
c. Draft invitation to presentation for institution use by 2/5/2020 – DeAnna
d. Secure logistics for presentations by 2/19/2020 – DeAnna
e. Reference check questions draft by 3/4/2020 – Task Force

Next Meeting: February 5, 2020, 10 – 11:30 am