ESAC Meeting Agenda and Notes

Group:	ESAC Meeting	Agenda Prepared By:	Jasmine Osborn
Meeting Date:	06/28/2023	Date Agenda Prepared:	06/23/2023
Meeting Time:	3:00 p.m. – 4:15 p.m.		
Group Members:	Deborah Becker, , Timothy Cureton, Bridgette Decent, Rodney Gray, Dr. Kenneth Haggerty, Michael Heppner, Dr. Sue Hull-Toye, Darla Keel, Carol Laney, Danny Linton, Rajkumar Manickavasagam, Bernard McGhee, Brian Meredith, William Noland, Jasmine Osborn, Roy Passman, Chris Renfrow, Adam Sugg, Shundra White, Lofton Wilburn and Colette Williams		
Absent:	Maria Alam, Karen Bell & Robert Jackson		
Invited Participants:			
Meeting Leader(s):	Dr. Sue Hull-Toye		
Location:	Online Via-Zoom		
Topic:	**Department Updates**		
Meeting Objective(s):	Agenda items		

Department Updates/Agenda Items

A. **Colette Williams- Process Improvement Projects (PMG)**
   - The foreign national hiring team will be starting up right after the holidays. The other teams they're working on are project documentation guides; some are still working on several Soft Docs forms.

B. **Bernard McGhee- ITS Administration**
   - An overview was provided on annual ERP Projected Expenditures for FY24. As we move into FY24, all items that were approved today will be reviewed.

C. **Darla Keel- ESP & Banner Updates**
   - Darla's team has limited funds and decided to get the tool tested for ESP, which is part of DegreeWorks, that is going to help with transfer work. The business office is working on procurement and has been approved for purchase.
   - Darla's team has implemented great processes for Banner. Updates will be provided throughout the year.

   Danny Linton-HR (Salary Raises- Across the Board Increase)
   - Salary raises have been approved and letters will roll out in mid-July. Employees will receive a notification to check myMemphis.

D. **Meeting Adjourned.**

E. **Important Date:**
   - ***Next ESAC Meeting is July 12, 2023***