# DASH Institutional Workgroup - Check-in – 040425 - Minutes

Attendees:  Wesley Byerly, Chandra West-Alston, Lisa Hall, Judi Waldrip, Keysha Fuller, Amanda Fryer, Jonathan Lawshe, Benjie Harmon, George Ninan, Mike Ebbs

## Meeting notes

### List of Questions to UTSA

- Full list of questions will be shared with this group, as well as on the [UTHSC.edu/DASH](UTHSC.edu/DASH) website.
- DASH Maintenance list will be reviewed for dissemination.
- **System Responses:** Chandra explained that the UTSA responses are ongoing.

### New Questions posted to the [UTHSC.edu/DASH](UTHSC.edu/DASH) website.

- **Travel and Contingent Worker Process:** Chandra discussed a question about the travel and contingent worker process.  Keysha to handle it with Anesha Jones.
- **Update on Contingent Worker Process:** Keysha provided an update on the contingent worker process, mentioning a potential improvement with a checkbox for delegate approval.

### Other updates

- **Work Request Landing Page:** Lisa shared a significant change in the Work Request Landing Page has been moved to production.  When a new request is created, it now requires all segments for the chart of accounts to improve the maintenance cost accounting workflow.

### Follow-up Items from Meeting with the UTSA Team

- **Access Roles:**
  - Lisa suggested establishing access roles for different positions to ensure proper level of permissions and to make it easier to add new access for new employees and position changes.
  - Wesley reminded the group of a concern raised during the UTSA meeting that individual access was being customized, but perhaps access to a particular group should be modified.  Examples:  Grant Administrators, Business Managers.
  - Mike and George relayed how access was initially granted, using the Security Role Access Handbook.

- Discussion regarding some security issues, where employees with the same access seem to have different functionality. These issues should be investigated to determine what permissions are available to these users.
- Other concerns relate to too much access or access being too restricted.
- **Role Access Handbook:** George suggested using the role access handbook to isolate specific roles and provide descriptions, do's and don'ts, and permissions on the website.
- **Grouping Permissions:** Lisa proposed grouping permissions based on roles to avoid customizing access for individuals and ensure proper level of permissions.

- **Answering Questions:** Chandra suggested having separate meetings to answer questions submitted by the community that were not sent to the system and ensuring they get the answers they need.

- **Resource Availability:** Judi questioned if everyone on campus is aware of the available resources and suggested reiterating the information in various forums. Resources are being consolidated on the [UTHSC.edu/DASH](UTHSC.edu/DASH).

- **Daily Digest:** Jonathan offered to include any information in the Daily Digest for the group and asked participants to send him the details.


## Action Items

- List of questions to UTSA
  - Share with team  (George)
  - Post to UTHSC.edu/DASH  (George/Chandra to work with Melissa)
- DASH Maintenance list of questions/issues
  - Review with Raaj  (George)
  - Share with UTSA team  (George)
  - Post to UTHSC.edu/DASH  (George/Chandra to work with Melissa)
- Schedule sessions to review questions with campus community  (Chandra for HCM)
- Send any information you would like included in the Daily Digest to Jonathan  (Team)