

DASH Institutional Working Group – 06/09/2025 – Minutes

Attendees: Brenda Murrell, Chandra West-Alston, Judi Waldrip, Jonathan Lawshe, George Ninan, and Keysha Fuller

Other Members: Amanda Fryer, Wesley Byerly, Michael Ebbs, Ammar Ammar, Lisa Hall, and Benjie Harmon

Meeting notes:

- **Labor Distribution Error:** Judi discussed an error where ADA pay was incorrectly charged to AFSA instead of the college due to an inactive labor distribution. They emphasized the need for additional approvals to prevent such issues in the future and mentioned working with the Assistant Dean to resolve the charges before the fiscal year ends.
- **Mississippi State Income Taxes:** Jonathan raised a personal issue about Mississippi State income taxes not being deducted from their paycheck despite updating their address. Chandra suggested registering the issue with payroll and the Dash team, and Judi mentioned that out-of-state income taxes might not be deducted for other employees.
- **Contingent Worker Issue:** Chandra and Brenda discussed an issue with contingent workers in research, where the current process in Dash is not providing all necessary information. Brenda mentioned having to use a paper form for COI and will follow up with Wesley to check on progress. Chandra plans to contact Anna Marie Smith to explore reverting to the previous process used before Dash.
- **Next Meeting:** Chandra concluded the meeting by suggesting that they meet again in the next couple of weeks to allow time for issues to evolve and be resolved.

Follow-up tasks:

- **Labor Distribution Error:** Notify Judi when the labor distribution mechanism becomes inactive to prevent charges from being funneled back to Afssa. (Chandra)

- **Mississippi State Income Tax: Register Jonathan's Mississippi address with payroll and the Dash team to ensure state income taxes are correctly deducted. (Chandra)**
- **Contingent Worker Issue: Contact Anna Marie Smith to discuss reverting to the previous process for handling contingent workers and sponsor their net IDs. (Chandra)**
- **Contingent Worker Issue: Follow up with Wesley to check the progress on the workaround for contingent workers and update the team. (Brenda)**