

DASH Institutional Workgroup – Check-in – 032025 - Minutes

Attendees: Chandra West-Alston, Jonathan Lawshe, Keysha Fuller, Wesley Byerly, Ammar Ammar, Benjie Harmon

Meeting notes

Form Requests:

Collected three questions in the UTHSC DASH page portal. Questions, responses, and status will be posted to the website.

Each member will be collecting other information regarding challenges that campus users are encountering with DASH.

The committee went through each question that was submitted through the UTHSC campus website and provided responses directly to the submitters as appropriate.

Chandra reviewed the form requests received so far, noting three requests. They shared the details of these requests and the actions taken to address them.

Items included:

- Adding a delegate
- Implementing non-federal grant reporting
- Adding a new absence type for professional meetings – This has already been addressed as a request from multiple campuses.

Additional items include:

1. **Pay Slip Leave Balances:** Chandra addressed a request to add leave balances to the new pay slip. This information was available on the IRIS pay slips.
Action Item: Suggestion was made to include in FAQs that leave balances could be accessed through the dashboard instead, encouraging users to view their dashboard for this information to help them get comfortable with DASH functionality.
2. **Paper Timesheets:** Chandra discussed the continued use of paper timesheets in some departments, post implementation of DASH.
Action Item: Team suggested addressing this issue at the next Business Managers meeting to understand the reasons and potentially eliminate the paper process.
3. **Research Meeting Issues:** Jonathan and Wesley discussed the issues raised in the research meeting, including accounts payable and expense concerns. UTSA team coming to HSC next week. Raaj has requested a list of all the issues in preparation for that meeting.
Action Items:

- Jonathan plans to set up a meeting with administrative staff to address these issues (procurement, accounts payable, travel) and ensure they are not already resolved in the system.
 - Team to provide a list of issues in preparation for Thursday's meeting with the UTSA team.
- 4. Maintenance Issues:** Chandra and Jonathan discussed the need to involve maintenance staff in the upcoming meeting with the UTSA team. Lisa Hall and Amanda Fryer were identified as potential contacts to join the meeting and provide input on maintenance-related issues.
- Action Item: Bengie to ask Raaj if Lisa Hall and Amanda Fryer could be added to committee to represent the DASH Maintenance area.
- 5. Next Meeting:** The team decided to meet again on Tuesday, 3/25/25 at 8:30 AM to formalize the priorities for the upcoming meeting with the UTSA team. They acknowledged the importance of addressing system issues and ensuring the meeting is productive.

Action Items

1. **Form Access:** Show the team how to access the forms on Office 365. (Chandra)
2. **Professional Meeting Absence:** Confirm this has been logged as a request with project team. (Chandra)
3. **Next Business Managers Meeting:** Discuss paper forms (e.g., paper timesheets) that have been replaced by DASH or are still in use. (Chandra)
4. **Accounts Payable Issues:** Set up a meeting with Research Admins to understand and resolve accounts payable and expense issues. Identify issues that have not already been resolved in the system. (Jonathan)
5. **Preparation for Thursday's UTSA Meeting:** Team to provide a list of issues to this team in preparation for Thursday's meeting with the UTSA team. (Team)
6. **Maintenance Coverage:** Ask Raaj if Lisa Hall and Amanda Fryer should be added to committee to represent the DASH Maintenance area. (Bengie)
7. **Maintenance Issues:** Contact Lisa Hall and Amanda Fryer to join the committee and discuss any maintenance-related issues. (Chandra)
8. **Daily Digest Updates:** Prepare and send updates for the Daily Digest regarding new FAQs about DASH. (Jonathan)
9. **Add to FAQs:**
 - **Delegate Addition**
 - **Non-Federal Grants Reporting**
 - **Leave Balances on Pay Slip:** Leave Balances are no longer available on Pay Slips, but you can check them anytime on your Me Dashboard.