

MEETING AGENDA

Date: 12-05-2018

Time: 9 to 10 AM

Location: OD/HR? Conference Room

Attending: Greg Garrett, Jamie Howard, Patrick Norman, Charles Ott & Tarena Davenport

Will not attend: Amanda Johnson-Praino

Minutes:

Meeting Objectives:

- **Approve Minutes**—Who did minutes last time
- **HelpDesk Update**—Jamie/Charles
- **Single Sign-on**--Charles
- **Multimedia Equipment**-- Jamie
- **Education Oversight Committee**—Jamie
 - EdOC Training Request Form/SME Questions.– Updates approved by EdOC
https://ehsod.org/?page_id=1609
 - Calendar
 - Impact on New Employee Orientation
- **Murphy Manager Training** – Tarena
- **EOL Guidelines [DRAFT] – Updates**
 - Evaluation of Training Programs – Patrick & Jamie
 - Reporting/Job Duties/Evaluation -- Jamie
- **LMS Usage Policy**—Greg & Jamie
- **Mandatory EOL Updates**—Jamie

Source Documents

<Y:\ID\LMS\Meetings>

https://ehsod.org/?page_id=671

Notes

Action Items:

Action	Person Responsible	Timeframe for Delivery