ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Tuesday, January 10, 2017
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Tiffani Crosley, Mia Forrester, Toni Gray, Shane Hepler, Maria Juarez, Jarrod Madden, Ernesto Olmos, Kelly Prater, and Ellen Patterson as Recording Secretary.

Guests and Alternate Members Present: Maria Juarez.

Members Absent: Olga Kleffman and Kay Taylor were unable to attend due to Presidential Leadership Institute being held at the same time.

I.   **Action Items**

   a. Approval of the Minutes from December 5, 2016 Meeting. A motion was made by Diane Brice and seconded by Kelly Prater to approve the minutes as presented.

II.   **Discussion/Information Items**

   a. **Introductions** – Shane Hepler was introduced as the Director of Programming Services. Introductions were made by all other attendees at this meeting.

   b. **Colleague Software Updates pending installation**

Software Update	Software Title
SU017462	Colleague Tax Tables January 2017
SU017216	Colleague Student and Core Quality Release 2016-2
SU017464	Colleague Year-End Regulatory Update for Tax Year 2016
SU017432	Envision Update to S.INPT.LIST.LKUP
SU017365	Texas CBM001: Updates for IDD Reporting
SU017446	Colleague Year-End Regulatory 1098-T update for Tax Year 2016
SU016970	Colleague California Regulatory updates for Q4 2016
SU017347	Colleague Tax Tables 2017
SU017233	2016 HR Quality Release #3
SU017019	Colleague Finance Quality Release #2 2016
SU016988	Colleague Advancement 2016 Release
SU016864	AR Collections Management 1
SU015841	2016 Financial Aid Enhancements Update
SU017031	AR Update to Support Colleague Cloud

	SU017370	Colleague infrastructure changes to support Advise 1.6
	SU016863	Registration Billing 2
	SU017271	Update to Envision for Colleague UI 5.1

Ellucian was very busy during the holidays with updates. Terry printed out copies of the updates for members to review if requested. Several members requested to see the updates pertaining to their departments. It was mentioned that everyone on the committee has online access to the documents regarding updates. Some updates will have to be applied before the W2s and 1098-Ts can be printed for 2016.

The Business Office is wanting to do a hard close to end the fiscal year from August 31, 2016. They are looking at next Friday, January 20, 2017 as the date this would be done.

The updates listed will be available for access in the Test Account as soon as possible. There were no other questions regarding the updates.

c. **Projects**
- **Corner Stone** – is currently working on the part that replaces the Novus program where the perspective employees apply for new jobs.
- **Self-Service Financial Aid** – We have been through the setup in project and need to transfer that to the live account. Kelly is working on additional information that needs to be completed before mking the service available to students.
- **Self-Service Student Planning** – Diane updated the group. There are a lot of High School Seniors applying for next May that will be starting fall 2017. Advising will meet with eight students on January 24 and 25th. The perspective students will fill out a form and declare their major. Advising wanted to do a pilot with some students for spring 2017. Would it be easier to use the General Studies or Business Management? Maybe it could be built into the system to use it instead. We are looking at using General Studies majors so we can start testing with those students. Apply Texas already has all the degrees in the system and it will point them to their degree plan for Fall 2017. That application is setup a little bit differently, the 2016 versus the 2017 application. Advising wanted to do some testing before the program goes live. They want to do a pilot and have all the fixes in place before it goes live with open location versus campus location. If the student applies on-line it will only show the online classes that are available for that semester. We could give them number of classes available for online versus on campus, each course has its own unique code. There may need to be some Programming changes to make this work like it should. Registrar area is still in the process of building curriculum tracks. Registrar office is going to meet with the faculty so they can know what is going on too.

- **U.I. 5** – still in the process of putting this into the Test Account. This update will allow the user to use the browser of their choice. The user can also use Colleague on the iPads and tablets. We have to make sure that ImageNow will work with the update, every screen that works with

ImageNow will need to be touched with five to ten forms for each departments. A few are using web-based forms with ImageNow heavily. Until Student Planning and FA Self-Service are completed Student Workflow has been put on the back burner**.**

Is there any way we can get our Community Enrichment, Tumbling for Tots out of Colleague? They fixed all the problems with Elevate. Elevate imported insufficient information back for reports, one funded and one not-funded it will send only one or the other but not both and we will not know what is missing. Delmar has had it for two years and they are still having the same issues with the reporting requirements. Delmar said they would be helpful to answer any questions that we have with regards to Counseling and Continuing Education. If Elevate is not something that we could do, then we would like discuss other options.

d. Pending Projects
- **Student Work-Flow –** set up sections, open enrollment, sponsors, not enough people and time to dedicate to installation and setup of this program fully at this time.

III. New Business Items

NitroPro – it should already be installed on most of your computers. We purchased a three-year license that will allow the user to edit documents.   AC does not plan on purchasing additional Adobe Pro DC at this time. NitroPro will allow the user to put notes on the documents.

Civitas - Representative has contacted Ernesto by email and wants to set up a meeting in February 2017. AC is only using Illume at this time. Illume is a form of predictive analytics. Collin Witherspoon is looking at the data until December 2017.

Payment plan - students are having issues with picking anything other than the two-part payment plan, some students were paying more and some were not paying at all, is there some reporting that we need to do so this can be fixed?

Since AC purchased Student Planning there is some functionality that needs to be implemented for Accounts Receivable. This is the Immediate Payment Control (SFIP) for each term you can specify the payment plan template available on-line during a specified date range.

Wait List – one class opened up and automatically enrolled the student in the class and the other class opened up and they called the student before enrolling them in that class. If they got a call it came from the department. An email was sent out to all the students saying that the class is closed and they would have to register for another class.

IV. Updates and Announcements (All) - None

<u>Next Meetings</u>
Monday, March 6, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, April 3, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, May 1, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, June 5, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am

<u>Members:</u>
1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Tiffani Crosley
4. Mia Forrester
5. Toni Gray – alternate Tiffany O'Neal
6. Shane Hepler
7. Olga Kleffman
8. Jarrod Madden
9. Ernesto Olmos
10. Kelly Prater – alternate Gail Hutson
11. Kay Taylor – alternate Ina Fiel
12. Ellen Patterson, Recording Secretary