

**Administrative Committee of Technology Meeting
October 6, 2014**

Members Present: Terry Kleffman, Sharon Doggett, Kelly Prater, John Salazar, and Brenda Waren

Guests or Alternate Members Present: Olga Bustos, Joy Connors, Sammie Artho, Tina Babb, and Jarrod Madden, and Lee Colaw

Minutes from September 8, 2014 were approved. A motion was made by Tina Babb and seconded by Kelly Prater. The minutes were approved as presented.

- I. Presentation by Lee Colaw
 - a. Retention Alert under the Student Success Module is to be replaced. Currently, we are deciding if this is a product we want to use. There are 6 schools in the beta testing phase on this product through December 2014. We are not currently testing the product. The new product is called Ellucian "Pilot." The cost is somewhere in the 6 digit range with approximately \$10k annually in maintenance fees.
 - b. All email accounts have been increased to 4GB for your mailing and storage.
 - c. A paperless initiative will be coming soon.
 - d. Lee asked the group who may be sending staff member(s) to SRDUG which is held in San Antonio next summer or Ellucian Live (DUG) conference that will be next spring. One person will be going to SRDUG from the Business Office. Tina stated that the Registrar's Office does not have plans to send anyone to either conference at this time. No other offices commented.
- II. ACConnect Update
 - a. The goal is to have a new update for ACConnect by 10/17 that will coincide with an upcoming portal update. The same goal of 10/17 applies to any IT equipment upgrade of servers, etc.
- III. Software Update
 - a. The four software items on the agenda are loaded into the test account. The Emergency Information Foundation Release update will not be installed into "live" this month.
- IV. Other Projects
 - a. The testing and loading of the card-swipe program is working properly. Janine is working on this initiative and is currently working on forms to present to the faculty regarding student attendance. This "summary" form will reflect whether a student is present, absent and/or late. It will also total the number of times these statuses occur per student.
- V. Updates & Announcements
 - a. Sammie will check with Jason on the current usage of Retention Alert and discuss the new product "Pilot." No one in the group has received information on this new product yet.
 - b. John asked a question regarding an update on the phone desktop system for AskAC. The phone lines on the desktop keep rebooting. Terry will look into this issue and see if the problem is the need to turn off the "auto-update" feature that may have occurred after a recent maintenance update. This problem has increased since our last meeting.