

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, October 1, 2018

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Olga Kleffman, Kelly Steelman, and Ellen Patterson as Recording Secretary.

Alternate and Guests Present: Maria Juarez, and Tiffany ONeal

Members Absent: Tiffany Crosley, Ina Fiel, Toni Gray, Jarrod Madden, and Ernesto Olmos.

I. Action Items

- a. Approval of the Minutes from August 6, 2018 Meeting. A motion was made by Olga Kleffman and seconded by Mia Forrester to approve as presented.

II. Discussion/Information Items

a. Colleague Updates – Pending Installation in Live

Software Update	Software Title
SU019711	Envision Update in Support of Colleague Web API 1.21
SU019692	Update to Envision Runtime in Support of UI 5.7
SU019225	Colleague Student and Core Quality Release 2018-3
SU019199	2018 Update to Colleague – CORE – DMI registry build
SU018896	Update to Envision Runtime
SU018838	Update in support of Web API 1.21
SU018787	AR/CR Update 2018-3 (Sponsors – SBCR)
SU019767	Colleague Connect2 2018.2.0 – Payment Gateway
SU019446	Finance 2018 Quality Update (LPST)
SU019361	Gainful Employment Q3 Update
SU019360	California State Reports
SU019359	Student IPEDS Q3 Update
SU019191	HR Quality Release 3
SU018815	1098T for Tax Year 2018
SU019904	California State Reporting
SU019897	Tax Table for Illinois
SU019785	Self Service User Profile Update
SU019737	Tax Tables for KY and NJ
SU019736	California State reporting

	SU019567	California STRS Critical Update
	SU019354	Envision Update UI 5.6.1
	SU018895	2018 Update to Colleague – E-Commerce

- The only important updates are at the bottom of the list, they have expanded the URL to just make sure it will be ready. We received an email over the weekend that we could not download or install any more updates until we hear back from Ellucian.
- PDF's for all the updates listed above are on the P drive.
- They released 5.1 and 5.7 shortly afterwards.
- Upcoming FAFSA Updates? This past year we were not able to pull information until March, so we were already five months behind. Half a dozen were released at the same time as the ARC but it was not there.
- Changing this year from 1098T from what you are billed to what the person has paid. You may want to let students know this prior for self-pay only from January to December of that year. Ellucian Live they said to watch the updates and read them carefully before they are installed. Think we should send out notice to the students so that they can make sure all their information is current and that all payments have been recorded.
- Released a replacement for SPEN Sponsor Receipts
- New versions or API are coming out too.
- There was an issue with software updates so some of them will need to be reinstalled. Several of the updates California State Reporting, Tax reporting for various states will not affect us.

Next preventative maintenance is scheduled for Friday, October 26, 2018.

b. Upcoming and Current Projects for Programming Services Staff

- Softdocs and Touchnet will be installed this fall.
- Softdocs is here for training this week and they are supposed to be done in November. Softdocs will be ready to install the first or second week of November, they are doing testing now, so we will know more after this week.
- Migration should go pretty smooth.
- The first one should be registrar and then financial aid, training scenario too, and after they leave we will do the other two areas ourselves.
- There will be a freeze time to hold off on scanning to make sure it will not conflict with deadlines.
- Touchnet starts in November, that is the earliest time they had available for installation
- Swapping out to new Virus software, switching out Kaspersky, lots of other companies have banned it.
- We need to finish up call management piece with Diane and Maria. They have not swapped out the phones yet, then we can move forward.
- AC will be changing to the updated version of Exchange to 2016, no one will notice because it will be all done behind the scenes, shooting for the 1st or 2nd week of November. Leave Friday on old server and come in on Monday on the new one.
- Buy all new PC's for the current Digital Signs because they are out of date, Financial Aid went out recently, and it is working good so the rest will be done soon.

- Everyone that does not have voicemail on their email it will be rolling out soon, Downtown Campus, then East, and Washington Street Campus by buildings soon. Then everyone could have voicemail on their email so they will not miss anything. If they do not have it now they will pretty soon.
- Did the switch out with the UPS System in the Server Room last time we met and it went very smooth, ahead of schedule on downtime and now we have a nice new machine to be there for when the power goes out.
- West Campus Building A should be done with updates.
- Replacement for Accutrack, whole purpose is we are out of support and it will cost \$45,000.00 to update and replace where it only costs \$7,000.00 now for maintenance and support. We will not have to pay someone else for something we hardly use. To get rid of this third party, since we do not use the full suite.
- Business Objects update also on the back end, may not change anything for the current users.
- For the next two years we are working on the Colleague migration, it will take a while. Off current platform to Sequel server, so that it is more supported and easier to maintain and getting it off Unidata. It will be a big process and cleanup to make sure everything is compliant with the new version, going through all the stuff that cannot migrate over so it will be able to upload onto the new system. Next year we will start working on deadlines and how it will affect all the different departments.
- Emergency alert, can we change them from the 1st Tuesday instead of the 1st Monday? The change will make it easier on the AskAC staff we never know how we will be staffed to answer the calls, may not want to do it every month, once a quarter so that people will not ignore the messages. Previously we had not done the emergency alert for years and now they do them all the time.

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

~~Monday, November 5, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am~~

~~Monday, December 3, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am~~

(No Meeting) January 2019 – with Christmas Break and just returning from Holidays.

Monday, February 4, 2019 at WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, March 4, 2019 at WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, April 1, 2019 at WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, May 6, 2019 at WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, June 1, 2019 at WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, July 1, 2019 at WSC, BYRD 103 Conference Room 10:30am to 11:30am

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Tiffani Crosley
4. Mia Forrester

5. Toni Gray – alternate Tiffany Oneal
6. Shane Hepler
7. Olga Kleffman
8. Jarrod Madden
9. Ernesto Olmos
10. Kelly Steelman – alternate Gail Hutson
11. Ina Fiel
12. Ellen Patterson, Recording Secretary