ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, October 3, 2016
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Olga Kleffman, Jarrod Madden, Kay Taylor, and Ellen Patterson as Recording Secretary.

Guests and Alternate Members Present: Tina Babb, Mia Forrester, Gail Hutson, Maria Juarez, Tiffany O'Neal, and Rita Wilson.

Members Absent: Tiffani Crosley, Toni Gray, Jason Norman, and Kelly Prater.

I.   **Action Items**
   a. Approval of the Minutes from September 6, 2016 Meeting. A motion was made by Diane Brice and seconded by Gail Hutson to approve the minutes as presented.

II.   **Discussion/Information Items**
   a. **Colleague Software Updates pending installation**

	Software Update	Software Title
	SU017033	Colleague Texas State Reporting – BCWF Update for Assignment Contracts
	SU016941	Colleague HR infrastructure changes to support API 1.13.1
	SU016697	Colleague Texas Retirement – TRS Certification 2016
	SU015843	2017/2018 ISIR & INAS/Profile Processing Update
	SU016975	Colleague – Student – PSIS Canadian Statistics
	SU016334	Colleague – Accounts Receivable – Registration Billing / Setup

-Updates pending installation for live have not been loaded into the test account but should be by the end of the week, because they were just retrieved this morning.
-2017/2018 ISIR & INAS/Profile Processing Update just released and will be installed so Financial Aid can start accepting information for the next fiscal year, and has a lot on the financial side.
-API 13.1 changes another version release of self-service 1st of redoing the web time entry for employees, at some point it will have the sick leave and vacation as part of that in one component.
Coursework file update-affected assignment contracts.

b. Projects

- **Corner Stone-**everyone received the email from Lyndy. Does anyone have any issues with uploading their pictures and answer the questions, due by Thursday, October 6, 2016? Still moving forward with that and trying to standardize some of the titles, same position that might be common throughout multiple departments that have some of the same job descriptions. Part-time staff typically do not have phone numbers. Currently just projected for the full-time employees at this time or the ones that receive benefits.
- **Self-Service Financial Aid-**we have installed some aspects in Test Account
- **Self-Service Student Planning-**have installed some aspects in Test Account. Tana Miller registrar at WTAMU cam to discuss their use of Student Planning and what we may need to consider. We could if we wanted to go live with the Student Planning piece, student tracks tell the students when to take courses, yearly cycles that they offer their courses. Next week we have a call with Ellucian to really get going on this, goal is to have it up and going before the end of this year. Call is this Thursday, it does read off the degree audits if you do not have career tracks, the degree audits are ready to go for the most part.
We need to look at the payment aspects of it to see if there are other options we could do. Tana confirmed some of what Diane knew but it was good to confirm.
- **Student Work-Flow**-some aspects have been installed into the Test Account.
- **Unidata –** Database Upgrade-priority for IT because it has to be updated before the end of this fiscal year.
- **Paperless Initiative-**Nitro Pro, couple of options we are looking at is to have this software on every desktop. No integration with Nitro Pro it is for keeping documents for internal department use and making electronic notes, no integration with imaging system at this point. We might be able to take the app and it does have web forms, the cost of this is probably less than $10,000 where Transact is $60,000 to $70,000 as far as integration with imaging software. Transact costs more but it has much more capabilities, we are going to request to see if we can get it funded. We have acquired a lot of pieces over the last few months, but we need to get them out and then see where we can go next. Nitro Pro will be discussed with Steve Smith this week, we can keep it out there with all the updates in a shared space. Nitro is not a fit for all we want to do, and Transact may not fit all the needs either.
-The staff in Financial Aid and Registration would be able to accomplish more work done with fewer people and save time for the students too. 2 or 3 applications and/or worksheets per student. Over 33% of the students are required to submit forms with half that has something wrong on it and we have to redo the forms. How much time would it save if this information, applications and forms were available online so the students

and staff would not have to spend all their time on printing and updating forms.
-Regarding Registration forms– high school transcripts do not have to be official and they could be submitted online, exceptions to curriculum requirements, it comes with digital signature, will all departments be given access if they need to see those forms as well?
-We need to scrutinize what we put out there so we are not conflicting with licensing, be aware that it could require more people to have access if that occurs which could result in higher licensing and maintenance.

c. **SRCUG –** South Regional Colleague User Group will be held in Waco this year and since Amarillo College was the previous hosting institution we need to have a presence there. Registration fee is $50. Maybe taking a vehicle for the drive, contact Bruce and see if a van would be available Tina and Rita are scheduled to go. Kelly was going to look at her schedule to see if anyone would be available to attend because they are starting their hands on FAFSA nights. Only two weeks to go, so other than driving the flights would be more expensive at this time.
Hotel - $135.00 a night Hilton Waco.
-Is IT sending anyone? Probably IT will send at least one person, Terry will be out the week after and did not want to be out two weeks in a row. Kay will go if it is beneficial for her to go. It was beneficial when it was at AC last year.
Agenda is not even on the web yet. See what is on the agenda, did not see any pre-conference lists yet.
-They need to have something out there, last year was really interesting coming from the Financial Aid perspective, also getting to know the people from other schools. The most beneficial part about attending this regional conference is being able to talk to other people at other schools. Training regarding Advancement is usually covered during Ellucian Live held in March or April. The next National Conference, Ellucian Live 2017 is going to be in Orlando, Florida. Orange County Convention Center in Orlando, March 18-22, 2017.

III. <u>**New Business Items**</u> –
AskAC Phone System Updates – statement of work cost for it, but do not have final server specifications, we need to see if that information has come in or not, as of last week it has not. A new server will make it run smoother, quicker. The Desktop agent is virtually the same as far as that part goes. Part of the issues is because windows is updating but your system is not designed to work with the updates system software. If the server is updated, you would get the new version of software, virtually no training requirement because it should be basically the same and there will be a manual too. It would be great if the software could be tested before the project is done too.

IV. <u>**Updates and Announcements (All)**</u>
Is there something this committee can do to help with the workload?
Regarding the application is there anything new on it? The main issue with the application is when they have time to work on. It is up and running on the test. The majority of the application is working. You have to have a Social Security Number

or if you already have one in the system and you try to submit it as an active applicant.
-It does not check any of the information you enter until you hit submit. We need to adjust so the application so it will not have to be resubmitted and go through the whole the process again each time. Student Planning, we are right on the verge of the students and faculty will be able to use.
Steve signed a contract so we have unlimited licenses, and we should not be hitting the limit all the time. Self-Service licenses have to be ready and able to use so it will not slow down the process.

A lot of the programming requests are going to be taken out of Service-Now and put it into a spreadsheet.
We will need to discuss those items and decide the priority of when they can be completed. Any application that affects the students is important.

When we close a service now ticket we are not ignoring the request just transitioning it to another system so they can be prioritized another way.

Blackboard did update on Friday afternoon for the integration between ILP and portal with the most recent version. Now we are running on the latest version and hopefully this will help with those issues.

We are going to continue to monitor our logs, some we will have to clean up our work-flow, it would delete a student out of class, we will do that this month.
Is there a way to start with the eight week classes that are about to end first? As far as any student that has been dropped, does not close it, it keeps it in the work-flow.

Second eight week classes are about to start, classroom scanners – as anyone checking them? Will the IT Staff have time to check them before then? Fall break is the week of the 17th, they have been gathering information and it should be done before then. We will send out notices, just to remind them that they are enrolled in classes and to have their photo id or know about the app so they can scan in for those classes.

We are working on some students that have scanned in previous class meetings, but their id card can be wrong, Rita is in the process of getting a scanner so you can match them up. May need one more for West Campus. Right now, you have to manually type in the id numbers, there is a higher risk for mistakes. It will take longer to issue the cards and it could save time in the bookstore when they are trying to pick up their books. Faculty needs to let students know if they are moving the class, so the students will know where to go. We send them a list of the students and where the classes will be held. It would be nice if the report showed all the errors, not just the scans, not real time items, all the scans loaded today will be available tomorrow.

Next Meetings
November 7, 2016, WSC, Byrd 103 Conference Room, 10:30am to 11:30am
December 5, 2016, 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. Toni Gray – alternate Tiffany O'Neal
5. Olga Kleffman
6. Jarrod Madden
7. Jason Norman – alternate Ernesto Olmos
8. Kelly Prater – alternate Gail Hutson
9. Kay Taylor – alternate Ina Fiel
10. Ellen Patterson, Recording Secretary