ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, October 7, 2019
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Maria Juarez, Ernesto Olmos, Shane Hepler, and Ellen Patterson as Recording Secretary.

Alternate and Guests Present: Kathy Dowdy, Tracy Dougherty, Tiffany Oneal, and Collin Witherspoon.

Members Absent: Tiffani Crosley, Ina Fiel, Toni Gray, Olga Kleffman, Jarrod Madden, and Kelly Steelman.

I. **Action Items**
   a. Approval of the Minutes from August 5, 2019 Meeting. A motion was made by Diane Brice and seconded by Mia Forrester with one change to approve the minutes as presented.

II. **Discussion/Information Items**
   a. **Colleague Updates – Pending Installation in Live**

	SU020395	CF 2019 Q3 Release Update
	SU020494	Student and Core General Release Q3
	SU020578	Update to support Web API 1.25 and Self Service 2.25
	SU020611	AR_CR_Update_Q3
	SU020742	Update to support API 1.25
	SU020787	Touchnet - Updates to payment gateway processing
	SU020801	Texas_FA_Reporting_Update
	SU020803	Student IPEDS update
	SU020804	Texas HR TRS reporting update
	SU020805	California_State_Reporting
	SU020814	California_State_Reporting
	SU020815	Updates to EDX
	SU020852	HR Quality Release Q3
	SU020860	Update to support UI 5.11
	SU020900	National Student Loan Clearinghouse Q3 update
	SU020927	Update in support of Resource 25 (25live)
	SU020961	UT Build Registry Users Update
	SU020986	CF Finance Update LBRT
	SU020991	Touchnet - Updates to payment gateway processing

	SU020992	FA Link / TrimData Release Q3
	SU021050	ST Texas State Reporting CECU Update
	SU021078	HR - Update for Approval of Self-Service Time Sheets
	SU021112	HR - State tax tables update

- All the prior updates from September have been installed except for Touchnet.
- Almost all the updates listed above were released last week.
- Updates for TouchNet will be installed into the project account by the end of this week.
- The System Wide Shut down on October 25, 2019 will be dedicated to just updating the SAN.
- We may be able to see how long it will take to do the SAN updates and if time allows we might be able to do all the updates listed above on the 25th of October.
- If not we may have to wait until the end of November.
- Might put some of the updates listed above in as needed, if they do not have much of an impact on the system
- Texas state reporting updates will be installed later this week.
- The PDF printouts for the updates listed above are located in the P: Drive path
  - o Datatel
  - o ACT Committee
  - o 2019_ACT_Colleague_SW_Updates
  - o 09_26_2019_Colleague_Updates
- Maria Juarez asked if a comment can be added to the home page now stating:
  - o All systems will be down from this time to this time, one or more systems will not be available for access during scheduled maintenance.
- How much of the phone system runs off the SAN?
- Most of the phones are just local services and voicemail
- College Relations can add a message on the home page
- No one will be able to login to Blackboard during this time either.
- Shane will send out random emails to warn everyone weekly to let them know the system will be down on October 25, 2019 for maintenance and updates.
- A request was also made that Maintenance Reminder also be posted on the AC Calendar – Events calendar.

b. Projects Update
- **CRM Radius** are in the final pieces of testing that, we are testing the data feeds and they are being run every day. Over the weekend there was an issue with permissions.
- **Softdocs** is still being installed and set up in different departments.
- **BadgePass** meeting tomorrow want to do upgrade
- **Scantron** upgrade Class Climate only works on Windows
  - o May be a Christmas break update
  - o Windows 7 goes out of support the beginning of 2020.
  - o A couple of areas will get new scanners and since we did not do it during the summer we will do it then.
  - o Chris and Jarrod will work together on the Class Climate.

- **Main Kickoff on Colleague Migration**
  - o we are converting our Custom code and data cleanup

- o Where are the new tables, what fields are needed and what it will need to be converted over to SQL.
        - o Once we get that far, we can start looking out how it is laid out and what needs to be done next.
- **Registrar** is almost finished with Auto Grad Testing, we will need someone to help us with it, Comm Management, Colt or Sarah can help with it.
        - o Test a pretty significant number of students and the Comm Management to make sure it all works like it should before going live.
        - o At the end of every semester we have a process to look at how many students are ready to graduate and we can designate them in Colleague.
        - o This will be an automatic process instead of having to do it manually.
        - o Depending on the process it could take a few days to complete.
        - o Make sure that this process is already Sequel compliant so it will not have to be updated again later.
        - o Technically we are not allowing any major changes to Colleague during the next year so this package for implementation will need to be current and already SQL compliant.
        - o We need to revisit it, ask again just to make sure.

AC Foundation is trying to update the Alumni list, because they do not have a current one.
- AC Foundation paid Alumni finder to find past AC students and they identified up to 60,000 people that would qualify and the Foundation has cut that by 1/3 at 40,000 down as the addresses and information has been confirmed as being current.
- This will allow for updated salutations and how the Alumni are identified in a form letter.
    Description of an Alumni:
    - o A student that went to Amarillo College for more than three hours.
    - o How long have they been gone from AC.
    - o Certificate holders from AC too.
    - o Actually earned an Associate Degree or Certificate
    - o Attended multiple semesters in a row.
    - o Call WT, UT, and see how they define it, they would probably define as when they graduate from their college or university.
    - o Tarrant County could be a good source they are a community college too.
    - o Alamo Consortium, and larger colleges, some of the dual credit and management classes may not realize they are alumni.
    - o How do we decide the source code?
    - o What is the AC Foundation definition for Alumni?
    - o Couple of different definitions, certificate, hours, degree?
    - o Then we can look and see what result that needs to be.

Data Standards Manual has not been updated in many years.
- The Data Standards Manual was set up to have a standard for entering in data and to make sure the information meets the qualifications for all the departments as needed.

- One of the things Diane would like to request is that Kristen McDonald-Willey, Maria Juarez, Cheryl Jones, Olga Kleffman, and Collin Witherspoon be involved in the meetings and processes so they can all be aware and discuss how the information entered will affect their departments and different reporting information that are currently not being seen all at the same time.
- It will be important to have someone from all the affected areas so they will know how changes and information entered can affect other departments and their reports.
- Collin Witherspoon has agreed to meet with Russell Lowery-Hart to request a subcommittee be formed to review the data standards manual and how it should be updated.

Underground
- Jim Baca and his staff are setting up final inspections this week and then he will decide to turn it over to Becky and Buster and decide when they want to open the doors.
- Buster will manage the basement along with some student workers.
- The hours have not been finalized yet, 7am to 11pm, but not sure.
- The basement will not stay open after the police have left for the evenings.
- Waiting on the lift to finish its inspection and lighting and other items.
- Other labs closed at the end of the spring 2019 about this time last year.
- We pulled the computers and equipment, Graphics lab was moved to Engineering and use that equipment there.
- All students can use the basement, no restrictions but not sure of the details.
- Do have the GoTrac check-in, you will not be able to login to the computers if you do not have a ACNETID.
- Tuesday, November 5, 2019 is scheduled for Grand Opening ceremony.

Where we stand on being able upload our own content to the digital monitors and display screens instead of having to send it to Colt for approval first?
- Four Winds is having security issues and we do not have an answer right now to allow different departments to update their own displays.

III.   **New Business Items** – None

IV.   **Updates and Announcements (All)** – None

Next Meetings
Monday, November 4, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, December 2, 2019, 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