

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, November 4, 2019

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chairman, Shane Hepler, Olga Kleffman, Jarrod Madden, Kelly Steelman, and Ellen Patterson as Recording Secretary.

Alternate and Guests Present: Tiffany Oneal.

Members Absent: Diane Brice, Tiffani Crosley, Mia Forrester, Ina Fiel, Toni Gray, and Ernesto Olmos.

I. Action Items

- a. Approval of the Minutes from October 7, 2019 Meeting. A motion was made by Shane Hepler and seconded by Tiffany Oneal to approve the minutes as presented.

II. Discussion/Information Items

a. Colleague Updates – Pending Installation in Live

	SU020259	2020/2021 ISIR & INAS/PROFILE
	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
	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
	SU021078	HR - Update for Approval of Self-Service Time Sheets
	SU021112	HR - State tax tables update

- All the updates should be in the Test Account except for the top on 2020/2021 ISIR & INAS/Profile which will be installed in the Test Account this week.
- We have installed the Texas State Reporting and HR reporting since the last meeting.
- Touchnet has already updated their site to the newest version and it was quite different from the prior semester.
- On Touchnet when they make their final payment, how do we know if they are caught up on payments?
 - It is like a regular hold, so do they have to call us and tell us that they are current on their payments.
 - The counter staff is supposed to be taking those payments off their records.
 - IT is helping us recognize which payments are done through Touchnet.
 - For payment plans and for Title IV.
 - If the balance goes to Zero the restriction is removed automatically.
 - We will lift the hold, scan the form, and put a reason for why the hold was removed so it will be known across all departments.
 - It goes back on once they register for more classes until paid again.
- FA Link needs to be tested with the latest update. It is installed but has to be configured and turned on to make it active.

Monthly preventative maintenance will be done on **Friday, November 22, 2019**.
 The following **week** Amarillo College will be closed for the Thanksgiving Holiday.

b. Projects Update

- The biggest project the IT Staff are currently working on is the Colleague SQL Migration which will take a long time.
- Rolling out the first phase of the CRM last week, we are going to be working on this constantly, hopefully in the next few weeks we will be rolling out Phase 2, getting the student enrolled and then work on the Retention phase next.
- There are a few Old Legacy documents and information that will need to be moved off of ImageNow to SoftDocs.
- Working on the web server side of the digital signs and still sending to Colt.
- Tommy DeJesus is working with Vijay and Four Winds to find out Why what we implemented and what they said were two different things. Colt is doing a great job in getting the information out for the digital signs.
- We are still trying to determine what is in ImageNow and whether or not we really need to keep it because of the Retention Policy deadlines.
- 1st phases of the Bond Project are three underway with the following buildings:
 - Carter Fitness Center
 - Student Services/Russell Hall
 - Innovation Center
- Carter Fitness Center architect will be recommended at the next board meeting in December.
- Student Service Center/Russell Hall – architect is still being chosen.

- Soon the design phase will be started with the architects and committee.
- Customer at risk, will also start interviewing for contractor to see who that will be
- We should start receiving the bids after the announcements have been made.
- Innovation Hub Committee has not decided on the Architect yet
- Other projects currently being processed are mainly support items and smaller stuff, knocking out requests out and fixing them as time allows.

Ellucian Live 2020 April 5-8, 2019 will be held in Orlando, Florida.

- Hotels are filling up fast, November 1, 2019 was the Early Bird Deadline for Registration.
- **The next discount deadline for Registration is November 27, 2019.**
- Sarah Bruce and Terry Kleffman are going from ITS.

III. New Business Items – None

IV. Updates and Announcements (All) – None

Next Meetings

Monday, December 2, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
There will not be a January 2020 meeting.

Monday, February 3, 2020, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, March 2, 2020, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, April 6, 2020, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, May 4, 2020, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, June 1, 2020, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, July 6, 2020, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, August 3, 2020, 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. Cheryl Jones
8. Olga Kleffman
9. Jarrod Madden
10. Ernesto Olmos
11. Kelly Steelman – alternate Gail Hutson
12. Ellen Patterson, Recording Secretary