ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Thursday, November 5, 2015
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chair, Janet Barton, Sharon Doggett, Toni Gray, Sara Long, Kristen McDonald-Willey, and Ellen Patterson as Recording Secretary.

Guest or Alternate Members Present: Joy Connors, Maria Juarez, and Olga Kleffman.

Members Absent: Diane Brice, Melanie Castro, Karen Craghead, Jason Norman, and Kelly Prater.

I.   **Action Items**

    a. Approval of the Minutes from September 8, 2015 Meeting. A motion was made by Sharon Doggett and seconded by Kristin McDonald-Willey to accept the minutes as presented.

II.   **Discussion/Information Items**

    a. Database Upgrade update
This was done at the October monthly preventative maintenance and it has been completed. There will have to be an update on certificates on the database to keep them up to date. This will be done during the November 20, 2015 monthly preventative maintenance scheduled tasks.

    b. Colleague Software Updates pending installation

Software Update	Software Title
SU015854	Colleague Gainful Employment
SU015835	Colleague ST IPEDS Regulatory
SU015812	Update to S.THROWN.ERROR
SU015898	Colleague Human Resources – Correct CPPM
SU015853	Update Campus Orgs Auto-Assign Memberships
SU015788	Envision update in support of 2015 DAS updates
SU015876	Updates to the 2015 SAT Import
SU014807	2016/2017 FAFSA and Profile / INAS Processing
SU015743	Envision update for HP-UX servers
SU015596	Update to Envision to prepare for Unidata 8.1
SU015070	Support for College Board SAT revisions
SU015762	Colleague Gainful Employment 2015

	SU015572	Colleague release for Recruiter CR
	SU015108	Colleague Finance Reporting Updates
	SU015063	Colleague Human Resources – ACA Work File Processing
	SU015330	ILP Module Updates – UT
	SU015329	ILP Module Updates
	SU015178	ILP Module Code Updates
	SU015315	Update to workflow for SU012980
	SU012980	CORE and ST ILP Enhancements 4.2
	SU012985	UT – ILP Enhancements 4.2

Downtime will need to be scheduled for the upcoming Finance requests. The Finance department would like to close fiscal year 2015. Sharon Doggett thought that Lee wanted to send the email out today so that everyone would know about it and that it does not affect access to Blackboard. The email will be sent out today so everyone will know the system will be down to close fiscal year 2015. So far we have not had any issues on prior fiscal year closings, but we need to make backups of all the data just in case. The Information Technology Services staff would like for everyone to be logged out of their computers by 6pm on Friday, November 6, 2015.

Software Updates Related to Human Resources Department:
- Colleague Human Resources – Correct CPPM
- Colleague Human Resources – ACA Work File Processing

c. Portal Upgrade to 4.2
Related to Portal which will be updated to Version 4.2
- ILP Module Updates – UT
- ILP Module Updates
- ILP Module Code Updates
- Update to Workflow for SU012980
- CORE and ST ILP Enhancements 4.2
- UT – ILP Enhancements 4.2
-

The updates listed just above will be done during the Christmas Holiday Break (December 19, 2015 to January 3, 2016). Probably during the first week that AC is closed for the Holidays. It will also depend on if services need to be scheduled with Ellucian during the transition and if there are no problems.

Grades are due for the Fall 2015 semester by 12pm on December 11, 2015.
SAP Letters and other end of term processing will be completed over the weekend or during the first part of December 14th work week. Last time the SAP process took right at a day to get all the processing completed.

Amarillo College will close for the Christmas Holidays on December 18, 2015. The users will have access to Colleague but not the Portal itself during the upgrade and Self Service may not be available at that time. We plan to have more details at the December meeting.

Some of the updates will have to be installed regarding Human Resources for the Affordable Care Act (ACA). The ACA involves three pieces. Two of the pieces will processed by Amarillo College and the third part will have to be done with information contained in the Form 1095C that will go to the employees from ERS to say who is covered under their employee insurance.

Terry wanted to make sure that all ACT Members have access to look on the Ellucian site to see what updates have been made and how they will affect the different departments.

During the January 2016, meeting as a group we can walk through going to the site, logging in and seeing what is there regarding updates that will affect your departments in the near future. Terry will make sure that all ACT Members have access to this site for review purposes.

The Portal's current version goes to the end of life on December 31, 2015 that is why the updates will need to be done over the Holiday break. We will have to update to a newer version to maintain support and service with Ellucian.

The Portal will look very different after the upgrade has been completed. All of the tabs will be down the left side instead of across they page as they are now.

      d. Colleague UI Update
      Ellucian will be releasing a new UI that does not require Silverlight so you can use it with any browser. We will make it available as soon as we can in the test account and then into production as soon as possible. This is scheduled for delivery before the end of the calendar year.

III.   New Business Items
Credit Card Machines – AC will have to purchase new credit card machines because of the EMV Chips. The new credit card machines will be stand alone, not where you swipe down the side of the monitor or on the keyboard. The new ones have both the slide down the side and the card reader that you put the card in to be read. Most places like Walmart or the Post Office have both because the credit card companies have not all switched to the EMV chips yet. This was supposed to take effect in October. If you do not use the chip reader it can be a liability issue. This does not affect web credit card transactions, only in person transactions. If someone is using your card and it does not use the chip then in the case of fraud the vendor will have to reimburse the credit card holder not the bank. Finance has ordered a new Square that will have the chip reader.

Online or over the phone transactions are not affected, just in person transactions. These have to have an EMV Chip reader to protect AC, they cost about $600 to $700 each and AC will need about 30 of them. Maybe less than 25 but we may want a few spares in case they break down.

IV.   Updates, Questions and Announcements (All)
Continuing Education Registration will start again on December 7, 2015. CE is separate from the portal. We will have been doing CE Registrations for two weeks before the Holiday break starts.

What are the unused pieces of Colleague and what can we do to use them?
Some of the areas where we are not using the delivered modules are:

- Faculty Contracts – The sites we had visited and reviewed were only using it for Adjunct Faculty and we wanted to use it for all staff so we wrote a custom application to use instead.
- Projects Accounting – has been enhanced and need to review the additional functionality delivered with the current module.
- Position Budgeting – had zero integration between Finance and Human Resources for that portion at the time. The new updated version needs to be reviewed.
- Physical Plant and Inventory modules are facilities oriented there was not a preventative maintenance function in the modules. Main Save was the application used then and still being used by facilities to track work orders and maintenance of equipment.

The question was asked whether or not we are currently using everything related to Faculty Information and if there is a way to track Faculty Qualifications regarding the courses they are teaching.
Are we storing Degree Information, along with Exceptional qualifications that East and West Campus staff have as instructors, regarding the faculty member and the qualifications with the subject area they are teaching? You could use this information to build a list to say who all is qualified to teach certain subjects.

- There is a section in Colleague for "Faculty Qualifications" where you can enter the subjects and/or courses that an individual is qualified to teach
- Human Resources scan the transcripts when employees are hired and put into the system as an employee. Additional information for the Faculty Qualifications has not been entered or widely utilized at this time

Kristen provided information that Class Climate will have new updates in January or February 2016. Class Climate would not tell us what all the new updates will do or how it will look, but it sounded amazing, with new bells and whistles, it will track competencies and it will have more information available for users.

Next Meetings
January 11, 2016 WSC, Byrd 103 from 10:30am to 11:30am
February 1, 2016
March 7, 2016
April 4, 2016
May 2, 2016
June 6, 2016

Members:
1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Karen Craghead

4. Sharon Doggett
5. Toni Gray – alternate Megan Eikner
6. Sara Long – alternate Olga Kleffman
7. Jarrod Madden – Alternate Melanie Castro
8. Kristin McDonald-Willey
9. Jason Norman – alternate Ernesto Olmos
10. Kelly Prater - alternate Joy Connors
11. Kay Taylor – alternate Janet Barton
12. Ellen Patterson, Recording Secretary