

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING****Monday, November 6, 2017****10:30-11:30 am****Byrd 103***Minutes*

**Members Present:** Terry Kleffman, Chairman, Shane Hepler, Olga Kleffman, Jarrod Madden, Kay Taylor, and Ellen Patterson as Recording Secretary.

**Alternate and Guests Present:** Gail Hutson and Tiffany Oneal.

**Members Absent:** Diane Brice, Tiffani Crosley, Mia Forrester, Toni Gray, Maria Juarez, Ernesto Olmos, Kelly Prater

**I. Action Items**

- a. Approval of the Minutes from September 5, 2017 Meeting. A motion was made by Olga Kleffman and seconded by Kay Taylor to approved as presented.

**II. Discussion/Information Items****a. Colleague Updates - Pending**

<b>Software Update</b>	<b>Software Title</b>
SU018097	Texas FA Regulatory Update – 2018 FAD

Only one update is pending.

Extra updates for TRS reporting were added last week.

All the updates from the September and October 2017 agendas have already been installed in the live account.

The Texas FA Regulatory update is due to the state in November. This update will be installed on Wednesday or Thursday night of this week.

It was asked, when will 2018-2019 information for Financial Aid be ready? IT has not heard when the information will be available, but Financial Aid can take student FASFA applications for Fall 2018 classes. This will probably not be ready until January 2018. It would be better if it could be done now, so those students could be pulled in as they register instead of waiting until after most of them have registered. IT is having to wait on Ellucian. IT staff will check online for a potential date of release.

1098-T's will be starting in January, are we going to have to do anything different to get ready for this process? Starting for payments made in 2018 for 2019 the information will be based off payments instead of being based off billing as it is now. The payments will be much cleaner and much easier for staff to track. The same questions will need to be asked:

When did you pay for your class?

Did you pay anything for your class?  
Currently we can give a statement of account.  
This new process and how it works could be a hot topic at Ellucian Live in April 2018.

**b. Projects**

- **Student Work-Flow** – Only one piece left between Ellucian consulting and Registration, one more meeting and it could be ready to go.

**c. Other Updates**

- **Programming Services**

Currently the staff is working on the backend of the Continuing Education website piece, should be ready to see within the next week.

Foundation donation testing is currently being done. This will not be done by the 15<sup>th</sup>. One part cannot be launched without the other part, until the individual can completely check out and make payment.

Tiffany O’Neal said she could be available to help with testing on the Continuing Education side and it can only be done on the live system. IT Staff will probably wait until after the 15<sup>th</sup> for testing because Personal Enrichment does a lot out of the website. The majority of their registrations come from the website.

IT Staff is also currently working on the relaunch of the AC Online Application this had to be revamped because they were trying to combat duplicate records. When they went to the high schools it was too hard to do registrations onsite. Maria will help IT test the changes. AskAC will still be doing the manual check to update and eliminate duplicate records and be able to login there and make it faster for onsite application process.

IT Staff are also in the process of getting equipment specifications and upgrading ImageNow, currently many users are stuck on Windows 7, they need to be on Windows 10.

Employee and Organization Development is working on Recruiting and Onboarding for Cornerstone, they still have a lot to do there.

Faculty Development transcripts because their merit pay will be based on that too. This is due by December 2, 2017 to Mark Rowh with the new requirements.

Immediate payment control is also on the list to implement.

Working on how we do the fringe changes for payroll, we have customization now and we will change how we do that. This will not be done by the end of this year, but maybe by end of this fiscal year and be ready for start on September 1, 2018. May be faster depending on how the changes can be made and how quick the employees can make their

changes and get them loaded online, need to have meetings and make sure we do the right things for everyone involved.

- **Ellucian Live 2018**

Ellucian Live 2018 Registration deadline to save \$300 with code sent by email has to be submitted today. There may be other savings available at a later date.

Terry Kleffman and Sarah Bruce will be attending from IT.

Kay had suggested that Shoni Bryan from EOD attend.

Diane Brice and Maria Juarez will attend from Registrar's Office.

The flights are at a good price now, so it will be a good time to purchase.

The hotels will fill up quickly, so those reservations should be made as soon as possible too.

**III. New Business Items - None**

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

**Next Meetings**

Monday, December 4, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am

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

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

Monday, April 2, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, May 7, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, June 4, 2018, 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 O'Neal
6. Shane Hepler
7. Olga Kleffman
8. Jarrod Madden
9. Ernesto Olmos
10. Kelly Prater – alternate Gail Hutson
11. Kay Taylor – alternate Ina Fiel
12. Ellen Patterson, Recording Secretary