

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, December 4, 2017****10:30-11:30 am****Byrd 103***Minutes*

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Olga Kleffman, Jarrod Madden, Kelly Prater, and Ellen Patterson as Recording Secretary.

Alternate Members and Guests Present: Maria Juarez and Tiffany Oneal.

Members Absent: Tiffani Crosley, Toni Gray, Ernesto Olmos, and Kay Taylor.

I. Action Items

Approval of the Minutes from November 6, 2017 Meeting. A motion was made by Mia Forrester and seconded by Olga Kleffman to pass as presented.

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

Software Update	Software Title
SU018173	2017 update to Envision Runtime
SU018432	Year-End Regulatory Update Tax Year 2017 – Canadian Clients
SU018429	Envision Update in Support of Colleague Web API 1.17.1
SU017677	Year End Regulatory Update for Tax Year 2017
SU017927	Update in support to Colleague UI
SU017907	Envision Update in Support of Colleague UI

Only six updates are pending, not really much you can do to test them. They all center around regulatory updates. Most of the updates are to support the new tax forms for 2017. There is nothing for State reporting on the list at this point. The Texas FA Regulatory was update was done in early November.

The updates listed have some changes that will need to be put in before submission of the tax forms for 2017 year. Updates must be in place before work starts on the year end processing. Maintenance can be done on Monday, January 8th to install updates.

b. Updates

Fiscal Year end close

This may be something that will happen later every year, because they have to actually put in the adjustments from the auditors. A date will be scheduled for when the fiscal year will be closed.

Programming Services updates

Currently the Programming Services staff are working on updated the Continuing Education website, donation page and still working on the new online application.

- They are also working on Cornerstone pieces for onboarding and recruiting.
- The new Health Application was rolled out last week. A ton of changes were made due to regulations but it went live on Friday.
- Regarding updates to the Continuing Education website the Programming staff are working with college relations, there is no date for going live yet.
- The Donation page should go live on Wednesday, along with their mailers.
- There have been a few different meetings to discuss and decide if the CE website with updates are going to hit in January and February 2018.
- Faculty Development should be ready to roll out in January.
- A new phone switch will be installed at East Campus within the next month or two at the latest.
- Palace coffee is in the process of building a new location in the CUB student lounge.

Ellucian Live 2018

Please note if you did not attend Ellucian Live in 2017 you will not qualify for the \$300 discount for registering before November 6, 2017.

- Terry Kleffman and Sarah Bruce are going from the IT Division.
- Diane Brice and Maria Juarez will be going from the Registrar Office.
- Mia Forrester will hopefully be able to go too.

-As an incentive to get Students to consent to receiving their 1098T's online, the Business Office will give away an iPad. If at least a 1,000 sign up, it would save so much time, money, and effort for the Business Office staff. Currently only 2,000 students have signed up to get the forms online. If this is added into the New Student Orientation, then the students can be signed up automatically from the start instead of trying to ask them to sign up later on. There will be announcements online and through emails before we break for Christmas.

-The AC Alert that went out last week, kept the AskAC staff very busy the rest of the day. Maria said there is a number that is not used for alerts to students. They did not have the text to speech pieces for the alerts to be done. Shane will discuss with the group that the alert went to 236,000 people, they chose a group that AskAC to anyone that has a login, staff group. Make sure students update their demographic information every semester.

-Tommy is looking at the settings, only adding to the list instead of refreshing it so it will be more current. All currently enrolled students.

-Donation letters will go out on Wednesday and it will tie back into PayPal, it will look completely different from before.

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

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 Oneal
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