ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, February 1, 2016
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Sharon Doggett, Sara Long, Jarrod Madden, Kristin McDonald-Willey, Jason Norman, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Alternate Members and Guests Present: Joy Connors, Maria Juarez, Olga Kleffman, Ernesto Olmos, and Rita Wilson.

Members Absent: Karen Craghead, and Toni Gray.

I. <u>**Action Items**</u>

   a. Approval of the Minutes from December 7, 2015 Meeting. A motion was made by Sara Long and seconded by Jarrod Madden to approve the minutes as presented.

   b. The January 11, 2016 Meeting was cancelled to due conflict of other scheduled events.

II. <u>**Discussion/Information Items**</u>

   a. **Colleague Software Updates pending installation**

Software Update	Software Title
SU016298	Update to I_MIOSEL
SU016082	Colleague Human Resources Manual Check Direct Deposit Enhancements
SU016211	Colleague 2015 Year End Regulatory Release, Part 2
SU016336	Colleague Tax Tables: 2016 Update for DC Tax Tables
SU016275	Colleague Tax Tables: January 2016 Update
SU016213	Colleague SEVIS 6.23 Update for OPT Transactions
SU016214	Colleague SEVIS 6.23 Stylesheet Updates for OPT
SU016233	Colleague IPEDS: Institutional Credit Types and Academic Level Update
SU016234	Colleague Tax Tables: Initial Update for 2016
SU014808	2016/2017 ISIR Processing Update
SU015711	Colleague Year-End Regulatory Tax Forms Release for 2015
SU016157	2015 Colleague Year-End Regulatory PDF Updates
SU016158	Colleague Year-End Regulatory XML Update for 2015
SU016132	Colleague Advancement 2015 Update
SU015896	Colleague performance update 2015
SU015897	Colleague performance update 2015
SU015455	Colleague infrastructure changes to support Pilot 1.2
SU015773	Colleague Update to support payment gateway 1.5

	SU016152	Release supports the SHA-256 certificates
	SU016173	Colleague Texas Financial Aid: Update to FADB
	SU015810	Update for Oracle 12c date format change
	SU015604	FA Link Update
	SU015728	Envision update to support Colleague Web API 1.10
	SU015408	Update to CORE changes in Colleague
	SU015811	Update to field sizes in appl.seclass
	SU015812	Update to S.THROWN.ERROR

b. Software Updates

SU016152 is to support a higher level of encryption for certificates.

It was noted that the PELL Grant Tables for next year were updated last Friday to prepare for fall 2016 Enrollment.

SU016234 - The Tax Tables are not imported because they are just for the State Income Tax which Texas does not have, AC has always entered the Federal tax tables.

SU015773 – Colleague Update to support payment gateway 1.5 is in support of Touchnet as a payment provider.

SU015604 is for the FA Link Update – there will be changes to the link and how it works – this will need to be tested after installation. There was a FA Hub component released in 2015 as a replacement for Financial Aid Web Advisor Forms – it may be up to five years before all of the Web Advisor forms are replacement with self-service components.

Terry asked if everyone had logged into the Test Account and looked at the updates to see how they will affect their departments and what the updates will do. If Committee Members have not been able to access this information, individual meetings can be set up to walk each member through the process.

c. Review of Colleague Application modules

Terry also distributed a list of programs that Colleague supports for Amarillo College for review by the committee members. This list showed which ones are currently being used and also the ones that might be possible for the future depending on budgetary funds available. Terry will send the spreadsheet electronically by email to all the committee members for their pick of the top five that they believe would most benefit the students or Amarillo College as an institution and why they are needed.

Degree Mapping could be used in Advising and Registration to register students in classes for the next two years to plan out classes to obtain degrees in a more timely and efficient manner.

FRX (Financial Reporting Export) is not owned.

Project Accounting (Sponsored Projects) is owned but not used. It could be used to track grant funding. This is meant to track across fiscal years and is tagged with a project number. Employees were trained on it, but the functionality was lacking for various reasons at that time.

Inventory that was purchased for Physical Plant has not been used because they already had another software in place that included a preventative maintenance piece that the other one with Colleague did not offer.

Position Budgeting, we do have it but currently is not utilized. At the time of initial review there was no integration between Finance and Human Resources with this product. A lot of enhancements have been made to this software and needs to be reviewed for possible implementation.

iNovus is ending support in spring of 2017, so if we do continue to use this software a program will have to be written by Programming staff to use it or we will have to buy another program to use in place of it.

Activities and Events is not owned by Amarillo College. This software is used to track events that has one or more activities that are not section based. This could be used for CTL Registration conference events and who attended. This module could also be used for Staff and Faculty meetings instead of setting up a class. This module should be reviewed as a possible future purchase.

Transcriptions will allow for student life to have a record of credit types, in case membership in student clubs. Sometimes the student wants one to take to the University when they transfer.

Employment Actions – this module has a component to take the place of the current Report of Leave 340 form that is used in Human Resources Department to track employee leave usages.

Account Management, Workflow Students, and Workflow Human Resources were discussed as being needed for future use based of availability of funds.

Membership Advancement in Colleague could be used by AC Foundation. A meeting will need to be set up with Mark White next month to see if he would be interested in using this software program.

Discussion of Recruiter came up and it was discussed that the program is designed more for the Universities because it lets the potential applicants to the school know if they were approved for admittance or not.

It was stated by members that Student Planning is a priority for their departments to work with Registration and Advising when helping students decide on classes and schedules for their future.

Campus Organizations – this program could be used to track Faculty and Committees on the portal so they would have their own area to work in.

CRM – Self Service AR and CRM – Financial Aid would replace the Web Advisor Forms which could help clarify with Financial Aid on the entrance and exit counseling with Student Access, it would allow the user to see what the student is seeing on the screens when they log on.

Resident Life – not a whole lot of usage unless East Campus uses the program to track housing rental units.

Pilot / Student Success – ECRM is a replacement for Retention Alert

Elevate program with regards to Continuing Education does not backload enough information to import into Colleague to accommodate the THECB state reporting processes.

Terry asked the committee members to review the list and send feedback especially for the programs that we own but don't use. There are some others that we do not have but would like to have in the future too. Please send comments for or against each program to Terry by email before the end of next February 12, 2016.

d. Portal Update

The new portal has been updated and is ready to go, ITS staff is just waiting on Ellucian for the integration process to be completed. During Monthly Preventative Maintenance on February 19th, an

update will be done assuming progress is successful in the Test Account. Ellucian has been contracted to help with the integration process, so it is up to them when this process will be complete.

III.   New Business Items

Terry asked how many Committee Members were planning on attending the Ellucian Live 2016 Conference in Denver, Colorado – April 17-20, 2016. It is recommended that all departments send at least one person to attend this important meeting if possible. It is also good for the different areas to send someone from their staff to attend SRCUG too.

IV.   Updates and Announcements (All) – None

Next Meetings
March 7, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am
April 4, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am
May 2, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am
June 6, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

Members:
1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Karen Craghead
4. Sharon Doggett
5. Toni Gray
6. Sara Long – alternate Olga Kleffman
7. Jarrod Madden
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