

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, February 5, 2018**

**10:30-11:30 am**

**Byrd 103**

*Minutes*

**Members Present:** Shane Hepler, Mia Forrester, Olga Kleffman, Jarrod Madden, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

**Alternate Members and Guests Present:** Tiffany Oneal

**Members Absent:** Terry Kleffman, Chairman, Diane Brice, Tiffani Crosley, Toni Gray, and Ernesto Olmos.

**I. Action Items**

Approval of the Minutes from December 4, 2017 Meeting. A motion was made by Kelly Prater and seconded by Jarrod Madden to accept the minutes as presented.

**II. Discussion/Information Items**

**a. Colleague Updates**

- Quite a few updates, tax table stuff, we don't do those and one of them is critical for Texas State Reporting that we need to put in, based off of several defects while schools have been trying to report year around Pell.
- State reporting, not much changing but a lot of fields were missing. The class was messed up and a problem with one of the rules and the class level update was supposed to fix it. We had done a custom update and it changed their updates.
- Year Around Pell and release for College E Transcript is through the electronic clearing house. It looks like it was something they fixed because stuff was stuck on their status.
- Added a file status to the Financial Aid Suites on the FSTD form. It looks like the are getting bombarded with all kinds of complaints, have changed it from being once a year reporting to now three times.
- Core release for December it has a lot of stuff on it, SPEEDY, Section roster, transcripts requests.
- Financial Aid Enhancements, 2018-2019 updates.
- HR Quality Release has a lot in it too. Mixture and payroll, time card batch entry, overtime entry reports.
- AR and CR Updates, Fixes for Zero balance, batch errors.
- Colleague advancement 2017 updates, lots there too.
- When will they release the 2018-2019 FAFSA updates?
- All of these are already installed on the test system and you will probably need to check and see if there are any issues before we go live with the updates.
- Only the State reporting is critical so it would need to be done soon.
- These are scheduled to be loaded on maybe February 23, 2018, that will give us a full two weeks to check the information in the Test account to make sure they are good to go.
- How can I tell if the updates will affect other updates that have to be done first?
- We will find out if there are any prerequisites before they can be done.

-Normal maintenance will be done, based on what the different departments determine we will decide if they will all go live or not at the same time.

### **Programming Services updates**

Some of the bigger projects:

- Continuing Education site rolled out
- Foundation donations rolled out

-Both seem to be going good so far, we have had quite a few registrations from CE, we did not change the backend, it was just a major facelift on how it worked. If they registered for CE and they try to use the Self Application they cannot see their schedule and this is being fixed today.

-We had a bunch on the Dereg list that had not made their payments and it was not showing their payments.

-If we did not accept their payment, then they are not registered. They get a detailed message with their schedule link,

-The old version did not tell them if it was approved or not, they know now, we recently changed all of that to change the information available for registered students.

-If someone tries to register with their work address and home email, we can't really change how it works because of how Colleague has it set up.

-The email they are logged in under is where the information will be sent. That is where the email will be sent with their confirmation and schedule. That is the majority of them.

### **A couple of the bigger things we are working on:**

-New budgeting software that will change how we as people that do budgets will enter it in, a single interface that will allow budget officers to see how your budget is doing compared to the previous year.

-Cara has hired a Digital consultant, we are working with them on that, setting up of CRM system to centralize all the communication we have with students. Primary focus is registration and retention. It might be something to help with students after they leave Amarillo College. It has not been mentioned.

-Swim Digital is going to be onsite this week, they will be hanging out with staff in different departments to see how we communicate with the students now, and what changes could be made.

-We just rolled out a new forms page, it is different, separated into employee and student forms. If you are logged in you can see the employee forms and if not you will only see the student forms. Student forms are available all the time. It has been broken down by departments too. Not really part of SharePoint anymore, links on the website itself. About us, current students. And future students and also on the HR Page. We are slowly getting there. It also shows which one are PDFs and which ones are not. As we are slowly evolving the forms, this process will improve over time. Before it was one giant list in alphabetical order and you could not tell the difference.

-Regarding the status on user license for the imaging system. Diane has sent a list of how many are actually installed with ImageNow and using it. After we do that we need to figure out the budget so it can be paid for it. Are there funds that we could use now instead of waiting until next fiscal year? We do have an enterprise license that is \$230,000.00. What is the site wide vs the individual user price?

- We will need to talk about the most efficient way to pay for this. Registration, Financial Aid, AskAC, EOD, Business Affairs, is there a difference between viewing and using the information.
- The staff that are only viewing should be using the ImageNow.
- A lot of people leave it open even when they are not using it and that ties up licenses too.
- If you are using the actual information you will need a license and linking.
- There are cheaper alternatives, but we have so much in ImageNow that we would have to keep a small amount open there and then move it all over slowly.
- We have looked at another company and it is a lot cheaper but they do not have a way to move the images over to the new system.
- We still run out of licenses all the time. Usually every couple of days Tommy will look and see if they have not used it, he will kick them out.
- Highland has bought Perceptive software out. We have been trying to upgrade it for at least three months.
- We are working on upgrading to new version because we have to change them up to Windows 10 from Windows 7 and cannot do that until it has been done.
- At some point we will be slowly moving people over as time allows. The software looks identical and we can start cycling the areas out.

With regards to the records with no names; I think we have them all identified and fixed all the emails that have the xxx in them. It was coming from the old scholarship applications. There was an issue with the new application imports, it is a problem that we have requested to be fixed.

-It was requested that there be a separate one line per race, as it is now all the races are listed in one line. They are working on this issue too. And this was also on the old Continuing Education Application. This issue should already be fixed on the process now.

### **What are the top programming priorities that you staff is doing right now?**

- Swim Digital and Budgeting Software
- Those are going to take a while, CRM piece will not be done until July or August and there is one piece on the budgeting that is due in a month and the rest is July or August.
- Touchnet will probably be started in September or October, it will get us away from PayPal, it will use a real processor with all the different card types, it will be a lot easier to integrate into the website, we will need to purchase new machines so we can do chip transactions. We started looking at it recently, it will benefit a lot of different areas and it will update information regarding payments.

Workflow – update on status – they were supposed to complete two, and they did not even finish one. So it is in Test now, Shane will follow up with Tim. We were going to try and squeeze two in and it did not work. We will need to decide when that would be done. Get the one that is currently live and make it more efficient with you, they chose one of the more difficult ones to do, that is what took up a lot of the time and it stumped the consultant multiple times.

What is the budgeting software?

- Vena is a huge plugin for Excel, they will all be created in spreadsheets, we are dumping in the all the information so you will not have to use colleague as much, it will make it easier for us as users to see where we are.
- Will this help with the hiring process?

Managers will be able to see what was budgeted and what has been spent

-it might help with approval to do hiring.

-We will be entering next year's budget and this will not be used until August and we will do this instead of doing like we did last year.

-This will go through the summer and it can mold how the approval process will work and you will be able to see all your budgeting information instead of like it is now.

-Will Budget Amendments be able to done in this system?

-It just go started last week. They are in the Build your own Budget process now.

-There is a way to fill out forms and submit them all electronically.

-You will be able to submit work requests online instead of all the paperwork. But he has not seen the project plan yet to see how it all work together.

Are we going to update the Appropriate Use Policy?

-we need to update it, but it will need to be changed in the near future.

-As they are evolving the new hiring orientations, it will need to be updated soon.

All of the monthly updated will be uploaded into a file that all the Committee members will have access to and be to look at updates that pertain to their area. Shane will ask Tim to set this up this week, an email will be sent to members when it is ready for viewing.

### **III. New Business Items - None**

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

#### **Next Meetings**

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