

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, March 2, 2015****10:30-11:30 am****Library 113***Minutes*

Members Present: Sharon Doggett, Sara Long, Kelly Prater, Terry Kleffman as Chair, and Ellen Patterson as Recording Secretary.

Members Absent: Diane Brice, Karen Craghead, Kim Davis, Carol Moore, Jason Norman, Brenda Warren, and Rita Wilson.

Guests and/or Alternates Present: Lee M. Colaw, Joy Connors, Maria Juarez, and Olga Kleffman.

I. Action Items

- a. Approval of the Minutes from February 2, 2015 Meeting. There were not enough members in attendance to have a quorum, so the minutes will be reviewed and voted for approval at the next meeting.

II. Discussion/Information Items**a. Colleague Software Updates pending installation**

Software Update	Software Title
SU014465	Colleague Texas Regulatory
SU014467	Colleague California Regulatory
SU014063	Manual Repeat on a Credit Course

Updates are minimal this time for preventative maintenance and all the above items will be installed into the Test Account this week for review and testing.

b. Card Swipe Attendance Tracking

Not all of the Card Swipe machines have been installed yet. Some of the older style ones have been replaced. After installation, they will be used in about 130 classrooms located at the Washington Street and Moore County Campus to track student attendance. The other campuses may be added at a later date depending on the success of the program.

c. Blackboard / ILP

There is a new building block that is in the process of being installed, currently it is intermittently populating the grades. The fix looks promising that it will do what it is supposed to on the Blackboard side of the house. This was a big issue that will hopefully be fixed soon.

d. Ellucian Live 2015

Early Registration for this year will end February 27, 2015. This is not an inexpensive conference to attend. Lee and Terry feel it is important for to send someone from key departments like advising, counseling and finance that would benefit from attending annually. Terry Berg has visited with Cara Crowley to see if the Title V Grants could pay for travel expenses for other departments to attend.

If you are interested in seeing what is offered, you can Google Ellucian Live 2015 to see the session presentations. You will need to filter down to Colleague for your interests in offerings.

If your department is a little short on funds, the ITS Division would be happy to help subsidize travel costs so at least one person from the Finance Department could attend this important training opportunity too.

It would be great if we could plan for next year more people from different departments to attend and participate, because there will be a lot of student related training offered that would benefit Financial Aid, Registration, LAR, Finance, Accounts Receivable, Human Resources. A year from now a lot of changes will be done for the Human Resources Department.

If the funds are not available now, you may want to prompt having your cabinet member attend next year. Webinars if they are available are hard to attend from your desk with constant interruptions and not every session available online.

The real value is to have the people at the conference, for the networking, 50% of their time in the session and will have a meeting in the hall with four or five people that is a better value than the training. Everything is changing, pulse is different, a change is going on since the merge and that is something with the company.

The biggest value from attending the Conference was Continuing Education Registration, AC met with school from Canada that is number one for CE Registration online, no one had, even the corporation did not know it was a phony front end, after this was realized it changed the whole context of the discussion. Ellucian was going to copy from this school, we learned that we had to write the program and do it ourselves to save AC \$50,000.00. We made a lot of good contacts, it is who you know to get what you need done.

ITS Division is open to funding staff from the Business Office and Financial Aid to be able to attend the meeting.

e. Ellucian Action Planning and Strategic Plan Development

This was planned out months ahead of time, Ellucian is brining four people to meet with different departments and see where they are at with our requests. They will want to know how we are using the products.

What new things we need to do our daily tasks.

Marsha Daniels, Vice President of Ellucian, used to run the North Carolina School Systems, she is one of the best and will be coming here to handle some of the meetings behind closed doors.

Suzanne will be coming too.

The people from Ellucian will meet with the different departments for three days and then send a report in 30 days. We know already what they are going to say, but not finalized yet.

The December 2014 meeting was only for Human Resources and that was the focus for that visit. Jeannette Nelson will not be able to attend part of the Human Resources Task Force portion on Thursday, so it is important that she attend Wednesday, if she cannot attend the private session with Ellucian.

Institutional Advancement will meet with Ellucian on Thursday.

You can attend any of the meetings and they will truly talk to you about your areas. No ITS Division staff will be attending, just the departments. You are free to bring anyone but please have someone that is knowledgeable about their department needs.

Lee has given a Bio on each attendee as known now with their names, departments, and duties, for example Tiffani Crosley is new and it would be good to ask what she has seen at other places before coming to AC.

Lee has provided a two sentence bio on every person that has agreed to attend the meetings with Ellucian staff.

I appreciate you adjusting your calendars to be available for these meetings.

III. New Business Items

Civitas – I don't think this program will affect the Finance Department.

Lee has tried to schedule a meeting with their staff three times and we are still not sure what they need, our ODS System is not a warehouse, we explained about unidata, if they want stuff, we need to write the code so they can pull the needed information.

What do we hook to? Name of that field, we don't know anything else until after the next meeting.

Blackboard Analytics is still moving along, upset with Danita leaving, pulling the grades over, legal dispute this week, we should hear something later this week. Outcomes will be done in April and not available until after then.

IV. Updates and Announcements (All)

Next Meetings

Monday, April 6, 2015 WSC, LIB 113 from 10:30am to 11:30am

Monday, May 4, 2015 WSC, LIB 113 from 10:30am to 11:30am

Monday, June 8, 2015 WSC, LIB 113 from 10:30am to 11:30am

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Tina Babb
3. Karen Craghead – alternate Kay Campbell
4. Kim Davis
5. Sharon Doggett
6. Sara Long – alternate Olga Kleffman
7. Kelly Prater - alternate Joy Connors

8. Carol Moore
9. Jason Norman – alternate Ernesto Olmos
10. Brenda Warden
11. Rita Wilson
12. Ellen Patterson, Recording Secretary