

## ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, March 3, 2014

10:30-11:30 am

Library 113

### *Minutes*

**Members Present:** Terry Kleffman, Chair, Diane Brice, Karen Craghead, Kim Davis, Sharon Doggett, Sara Long, Carol Moore, Kelly Prater, John Salazar, Brenda Waren and Ellen Patterson as Recording Secretary.

**Members Absent:** Jason Norman.

**Guests or Alternate Members Present:** Olga Bustos, Joy Connors, Jarrod Madden, and Rita Wilson.

#### **I. Action Items**

- a. Approval of the Minutes from February 3, 2014 Meeting. A motion was made by Diane Brice and seconded by John Salazar to pass the minutes with requested changes.

#### **II. Discussion/Information Items**

##### **a. Blackboard / AC Connect update**

- has released a new Building Block that has not been put in at this time to resolve issues with submitting grades at the end of the semester.
- this Building Block will be put in during the Friday, March 21, 2014 monthly preventative maintenance.
- this will address the spring grades issue where some grades were being processed but not all of them, it will submit grades in groups instead of all at once.
- ways to test to make sure this is working properly – classes that were completed last week were all processed last week, except there appears to be a date/time stamp issue.

##### **b. Colleague software updates**

Software Update	Software Title
SU60037.52	The Colleague Human Resources, Payroll, and Projects Accounting
SU58226.59	Position Control Enhancements
SU012620	Position Control Supplemental

-the software updates in Colleague this month are all related with a lot of information on the payroll side.

- will want to take a close look after installation into the Test Account.
- Tim Hicks will be installing these updates into the Test Account for review and access later today.
- Updates will also affect Position Control on Budgeting side – will need to look at closely before installation.

**c. Update on Employee Information**

- i. Several screens will be updated to inquiry only status for Employee records (NAE, RGPE, ADR, ADSU):

- the user will still be able to see Employee Information but will no longer be able to update, Name, Address or Telephone Numbers because it causes problems during the reporting process to the state of Texas for Human Resources Department.
- Employee information will override Student status for updates. If the student has an employee record in Human Resources then they are considered an employee.
- When a department has an open position they need to do a Personnel 310 form and send to Human Resources when the previous employee leaves.
- Some departments are not submitting the Personnel 310 forms when employees leave and the positions are still active and are not showing vacant or needing to be refilled
- The Departments need to take responsibility and make sure a Personnel 310 form has been completed and submitted to Human Resources to avoid delays in filling positions.
- Most of the positions that are being left open are the Non-Appointed staff. Many times these positions are left active for 90 days or even a year after the individual has left Amarillo College employment.
- To process duplicate Social Security Numbers for students that have employee positions in the system they will need to notify the Human Resources Department
- the submission of the I-9 at the time of hiring will help with this problem, but sometimes it is submitted too late
- the wrong address in the demographic data fields will affect application messages if they are here as a student and will stop the process if there is a problem. Human Resources will have to take care of the problem before it could be completed – may have to create another record
- The application import process will need to be reviewed before the changes are made and access denied to all except Human Resources Department for employee records.

**III. New Business Items-None**

**IV. Updates and Announcements (All) –**

**Friday, March 21, 2014 will be the next scheduled Monthly Maintenance.**

An email will be sent to all AC Faculty and Staff as a reminder on Monday, March 17, 2014.

**Blackboard / AC Connect**

- AC Connect now has Novus HR link on the homepage so the users can approve requisitions for new positions off campus
- If the user is trying to access from iPad they will need to turn JAVA Script on and it should work under Colleague
- this will also allow the user to approve new job descriptions off campus too.

#### **Next Meetings**

**Monday, April 7, 2014 – Meeting Cancelled – Ellucian Live 2014 Conference**

**Monday, May 5, 2014, WSC, LIB 113**

**Monday, June 2, 2014, WSC, LIB 113**

#### **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 Bustos
7. Kelly Prater - alternate Joy Connors
8. Carol Moore
9. Jason Norman – alternate Sammie Artho
10. John Salazar – alternate Rita Wilson
11. Brenda Waren
12. Ellen Patterson, Recording Secretary