

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, March 5, 2018****10:30-11:30 am****Byrd 103***Minutes*

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

Alternate and Guests Present: Tiffany Oneal.

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

I. Action Items

- a. Approval of the Minutes from February 5, 2018 Meeting. A motion was made by Mia Forrester and seconded by Olga Kleffman to approve the minutes as presented.

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

Software Update	Software Title
SU018811	Tax Tables for North Dakota
SU018728	Update for Quarterly Tax Reporting (Cloud)
SU018714	HR Web Time Entry Update
SU018618	Payroll Direct Deposit Enhancements
SU018735	TrimData FA-Link Update
SU018752	Year End Regulatory Canadian T2202A Update
SU018754	Finance Update for GLJE and GLJM
SU018725	HR Year End 1094-C/1095-C Update for Tax Year 2017
SU018516	Finance Quality Release 2018
SU018585	Year End Regulatory Canadian T2202A Update

-All updates are loaded as PDF documents in the subfolder online for access by all committee members.

-Canadian regulatory updates will be uploaded with others but they theoretically should have no effect on the different departments.

-The ones for payroll webtime entry and payroll and direct enhancements need to be looked at prior to installation.

- The Finance area had a whole lot of fixes that need to be updated as it seems they were not problems until the updates were loaded last month. Please note there were no update mentioned last month for the ones that were having issues.
- Quality releases for the Finance department should be looked at before they are loaded too.

b. Projects

c. Other Updates

- **Programming Services Update**
- The Programing staff have been consulting with Swimdata and they are requesting information be put and listed on the floating menu on the screen when screens are opened and shown alongside other information on the screen at the same time.
- The Programming staff have also wrote a little interface so that the Customer Services department can track and log their phone calls, students identification number. They will choose why that person is at the counter, this will work with and follows along with the department wrap-up codes. They will be choosing the reason for the visit at the time, after it looks them up, it will give them all the information we have in Colleague on the screen so they can copy and paste what is needed to track how the customers are helped.
- Still working on the Vena stuff, Terry is the lead and working with the company. Monthly summary and detail information looks good for now next we will be releasing the information to work with Vena to be able to work on the budget workflows. Projection of when we will be entering in stuff for next year's budget, after spring break or first week of April in that time frame.
- Automated way for curriculum change requests. Would like to have it online so we will not have so much paperwork it will be sent digitally to all the necessary individuals as needed so they will not be lost or sitting on someone's desk.
- Doing some other small changes after the CE Website to help make the customer experience better.
- We just finished the faculty development transcript, so as they are working on their merit, so they have an easier way to view what everyone is doing.
- Cornerstone is ongoing, we are about to bring in people to help finish up onboarding and hiring, will replace where people apply for jobs online. Novus sends out letter after we decide who to hire. Cornerstone will save a lot time for EOD staff, by doing the 310's, so that when someone starts all their paperwork is already done and we do not have to wait for it to be submitted.

Next meeting is the week before Ellucian Live 2018.

- **Ellucian Live 2018**

Is anyone planning on attending SRCUG in June 2018 in Waco, TX?

- Kristin and Kelly said they would probably wait to see what the agenda has on it and decide on who may want to attend after that.
 - AC employees could take a van and everyone drive together since it is only 5 hours away.
- Discussion was tabled until the agenda has been released for this upcoming event.

III. New Business Items -

- Self-service Person Proxy would allow someone other than that person the account is under to pay for classes or fees under a student's account and if they were allowed access to could look at their grades.
- Most students would only want them to see the billing but not their personal information with regards to grades.
- By allowing a proxy this will allow someone that is currently not known to Colleague, build them a record and tie them to that student.
- That might be easier and if they have been assigned they can go in and look.
- It will help us in a lot of different areas, will help to gather more information on the students, like registration for kids' college.
- Opening up access to these relationships would be able to give us a more complete information.
- If the information is correct, it can then be just updated when the student signs up for classes during or after high school.
- This feature was turned on before but there were a lot of bugs in the system.
- Some of the pieces that were bad was duplicate records, and this could still happen if the parents sign up their child or children for Kid's College or Gym Dance classes.
- If there are multiple duplicates, an AC employee would have to get involved before the issue could be cleared up.
- Under PERS for person, it would only be for their view access, it would not apply to how the information is seen currently or how staff would do their current practices.
- It could be a lot of benefits, when they set it up to allow others access, they have to pick what the relationship is when you give them proxy access, for parents, spouses or others.

IV. Updates and Announcements (All) – None

Next Meetings

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 O'Neal
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