

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, April 1, 2013

10:30-11:30 am

LIB 113

Minutes

Members Present: Terry Kleffman, Chair, Kay Campbell, Karen Craghead, Sharon Doggett, Sara Long, Kay Mooney, Carol Moore, Brenda Waren, and Ellen Patterson as Recording Secretary.

Members or Alternates Absent: Tina Babb, Kim Davis, Jason Norman, and John Salazar

Guests or Alternates Present: Olga Bustos, Joy Connors, Jarrod Madden, and Rita Wilson

I. Action Items

- a. Approval of the Minutes from March 4, 2013 Meeting. A motion was made by Sharon Doggett and seconded by Kay Mooney to approve the minutes as presented.

II. Discussion/Information Items

a. Blackboard

- Training Classes will be offered for AC Faculty by the CTL staff.
- All of the faculty development shell classes on Angel have been moved over to Blackboard and are available to faculty member.

b. Colleague Portal – Update

- The Portal is available for all staff to use and review, however, you should be aware that the portal is not fully developed yet and many changes will be made over the next several months.
- Everyone should be able to log on shortly after the end of current spring semester.
- For students basic functionality is working but could be too confusing until additional changes have been completed later this spring.
- ACConnect.
- Mobile app was made available last week but some additional updates needed to be completed so it will be taken offline until those changes are completed.
- If the user states that their computer is public the signon will only last 10-15 minutes
- If the user states that their computer is private the signon will last several hours
- The user will need to be sure and put <https://ACConnect.actx.edu> so that they will be directed to secure AC Connect site.
- The user will have to signon with credentials the 1st time (ACNETID and Password) along with 1st time to modify single signon credentials for colleague id and password too.
- Terry asked that the ACT Committee members go online, signon to the portal and try it out to see if they like it and let him know if they have any problems with accessing WebAdvisor, Datatel UI, and campus news.
- MyACcount is still going to be a separate sign-on at this time.
- The forms have not been moved to the Portal yet; work will begin on moving them during the fall 2013 semester.
- The main objective for the initial portal requirements was to have the Blackboard / Colleague connectivity available and working prior to the Summer 2013 semester.
- The projected Go-Live date is scheduled for the end of spring semester. The Monday after the term ends, May 13th.
- College Relations is still working on the branding for the Portal site
- WebAdvisor is currently available on the Portal Home Page for Web Time Entry, Pay Advices and other information that can be viewed by employees, faculty and staff.
- Under the Financial drop down will be multiple quick access links for students to Manage My Account – for use by the Business Office, with regards to Tuition and Fees, Financial Aid, others may be added.
- Where will AC Foundation be? – The forms for donation will need to be turned on under Self Service area.

c. **Colleague software updates**

- Updates 4 & 5 are necessary to begin working on mobile applications. Colleague will be shut down this evening so that the updates can be added along with information on paying and viewing your account
- The mobile application will be shut down between 5 and 6pm tonight
- The mobile application will be available in Playstore for android and Apple store for iPhone under Ellucian Go
- California HR Maintenance will be put in test for updating calculations
- Web Time Entry will need to be reviewed for overtime to check and make sure the parameters are set correctly
- New screen for Veterans and Active Military along with the associated information this will affect Diane Brice and Jarrod Madden's area, after updates have been installed there will be 15 new screens for veterans and active military students
- The HR Updates will be put into the Test Account later today and Dee Partin will be contacted by email when this request has been completed because the changes to the calculations will be major and should be reviewed before going live. Scheduled installation would be during the preventative maintenance down time in April.

	Software Update	Software Title
1	SU61176.67	Veteran and Active Military Student Enhancements
2	SU62309.89	California HR Maintenance
3	SU62232.63	ELF Application
4	SU61699.11	Support of Student Self-Service 2.1 and Mobile 1.0
5	SU61663.63	Support of Colleague SDK for Net 1.1 and Colleague Web API 1.1
6	SU61730.85	2013 Colleague HR Client Sat. Update 01

III. **New Business Items** - None

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

Next Meetings

May 2013 - Monday, May 6, 2013, 10:30am to 11:30am, WSC, LIB 113

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Tina Babb
3. Kay Campbell
4. Karen Craghead
5. Kim Davis
6. Sharon Doggett
7. Sara Long – alternate Olga Bustos
8. Kay Mooney - alternate Joy Connors
9. Carol Moore
10. Jason Norman
11. John Salazar
12. Brenda Waren
13. Ellen Patterson, Recording Secretary