

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, April 2, 2018

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Olga Kleffman, Jaddod Madden, and Ellen Patterson as Recording Secretary.

Alternate and Guests Present: Tiffany Oneal.

Members Absent: Tiffani Crosley, Toni Gray, Ernesto Olmos, Kelly Prater, and Kay Taylor.

I. Action Items

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

II. Discussion/Information Items

• Colleague Updates - Pending

	Software Update	Software Title
	SU018482	TouchNet Colleague Extensions
	SU018570	Colleague UI 5.5
	SU017334	2018-2019 COD Processing Update
**	SU018352	AR-CR Update 2018-1
	SU018452	2018 Update to Envision Runtime-3
	SU018481	2018 Update to Envision Runtime-2
	SU018523	2018 Update to Colleague CORE
	SU018524	Envision Update in Support of Web API 1.19
	SU018527	Finance Quality Release 2018
	SU018551	Student and Core Quality Release 2018-1
	SU018571	Envision Update in Support of UI 5.5
	SU018572	Update in Support of UI 5.5
	SU018574	Update in Support of Web API 1.19
	SU018594	2018 - HR Quality Release 1
	SU018629	California State Reporting Quality Update
	SU018630	Student IPEDS Quality Update
	SU018631	HR IPEDS Quality Update
	SU018632	NSC Quality Update

	SU018633	Texas Student Quality Update
*	SU018634	Texas TRS Quality Update
	SU018645	2018 Update to Envision Runtime
	SU018722	2018 Update to Envision Runtime-4
	SU018816	added mapping for ODS_GL_TRANSACTION_VIEW
	SU018811	Tax Table Updates - North Dakota
**	SU018618	Payroll Direct Deposit Enhancements
**	SU018714	HR WebAdvisor Time Entry Update
	SU018728	Update for Quarterly Tax Reporting (Cloud)
**	SU018735	TrimData FA-Link Update CDR17B
	SU018752	Year-End Regulatory Canadian T2202A Update
	SU018725	Year-End Regulatory 1094-C/1095-C Update
**	SU018754	Finance Quality Release 2018 for GLJE and GLJM
**	SU018516	Finance Quality Release 2018
	SU018585	Year-End Regulatory Canadian T2202A Update

-Lot of updates this time, have marked the ones needed with ** that need to be reviewed, all updates are currently installed in the test account and pdf of the updates under Committee on the P Drive under today's date.

-AR-CR Update 2018-1 –there will be a lot of updates and changes on sponsor billing and six new screens with this update.

-Envision run times, Web API for self-service new version

-A lot of the quality releases are changes in documentation that they are giving you as a user.

-Texas TRS Quality update was installed last night by Terry. It will hopefully fix the errors that have been showing up lately.

-Time entry is not a big deal but the Payroll Direct Deposit Enhancements, this one will need to be tested because they added some parameters that will need to be added for this to run correctly. Some schools were customizing it themselves to generate it the way their bank wants it to be. Because it does need to be customized to each bank requests, no one wants to have their direct deposit for payroll to be rejected, that is why it should be tested.

-Time Entry Update this will help with this function too.

-TrimData FA-Link Update should not be any changes at this time

-Finance Quality Release 2018 for GLJE and GLJM will be changing this time so Tiffani and her staff may need to be looked at before they are updated.

Preventative Monthly Maintenance will be April 20th, two weeks from this coming Friday.

- **Projects**-see below

- **Other Updates**
 - **Programming Services Update**

We have not started anything new since last time.

The Swim Data consultants were here the week of the 19-21 of March. The one piece that they asked us if the Request for Information that goes on the website. They have not worked with College Relations and Ask AC to see how those requests will be worked on the workflow. There is more than one thing when a request is made, we are waiting on them to decide on how we notify.

-On the home page of AC Connect the Right hand side – there will be a floating request for information drop down too – supposed to be working it out with Maria and Wes. Maybe they have not gotten that far yet, we are waiting on those final pieces.

-Diane's front counter staff started using the Check-in when the students come in through the lines, we have gained some valuable information.

-Our first Vena training is this week on the April 5, dean's council meeting. Will they have more training that just this week or next week's Diane Brice, one on the 5th and four sessions on the 13th. All day four different sessions at the downtown campus. All faculty side so far, Toni and Tamara have been sending out all the appointments. Ask Steve Smith by email when other trainings are available. All Academic on the 13th.

-Corey has started working on the Automated Exceptions to Curriculum

-Changes to the Admission Application that Maria has requested.

-Later this week Shane, Maria, Diane and AEL want to discuss admissions it is currently just included with the admissions application will be discussed on Wednesday, now it is done manually, they are not actually put into the system for weeks so they are put into the system just like all the rest of the students,

- Does it affect Registration?
- Does it matter to Registration or not?

-We just rolled out last week a few changes to the CE website for logins we have been having issues, if they keep having issues, please send examples to Corey so he can fix it so they can all login. Most of the issues are regarding where MyAccount was purged because they had not signed up for classes in several years and now they are unable to login because they are in one part but not the other. It will create the MyAccount now if they do not have one, instead of doing it overnight. That has been the majority of the students unable to login, was due to the purge of information. If we still keep having this problem, we will keep making adjustments as needed.

-We should be getting a contract finished with Tribridge they will help us finish the recruiting and onboarding process. It is pointless to post jobs if we can't hire them online too.

-We will be going off of Novus and then the processes will become automated and be online.

-New procedures for getting a job posted and what to do once the decision to hire someone has been made instead of each department doing their own 310's like in the past.

-Ellucian Live 2018

- Starts this weekend on Sunday and goes through next week.
- Everyone that is going, needs to go online and build their schedules because some of the training has limited seating capacity.
- Is there anything specific that people will need to bring information back about after the conference.

-We are looking at a replacement for ImageNow because they are so expensive. We are looking at SoftDocs, we do not know their pricing, we met with them last week and answered a huge questionnaire to tell us what all we have on ImageNow and how much it will cost to move all the data over to this new program. \$2,500 per license is very expensive, We have about right at 100 capable ImageNow PC's and we only have 30 current licenses, after the cost and migration cost will be. We will have to get everyone's information together, even with a cheaper solution of buying 90 licenses. Work that we have already done on converting our microfilm records to ImageNow. The information will be moved from ImageNow to new database. All about the annotations, this image is associated with this person. It needs to be in ImageNow. If is already in ImageNow it will be in new program too. Usually it is a long weekend to migrate everything over, with a cutoff date. We still have records that have not been moved over from microfilm, just driving to Amarillo to look at the machine is \$500.00 and does not include the labor or parts to fix it. We are required to keep those documents. I don't know if they offer services to scan our documents for us. We have not really talked to them about new stuff and how to scan it. We have only been discussing how to convert from ImageNow to new program.

III. New Business Items -

IV. Updates and Announcements (All) –

Next Meetings

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