

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, April 4, 2016

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Toni Gray, Sara Long, Jarrod Madden, Jason Norman, Kelly Prater, and Ellen Patterson as Recording Secretary.

Alternate or Guests Present: Joy Connors, Maria Juarez, and Olga Kleffman.

Members Absent: Karen Craghead, Sharon Doggett, Kristin McDonald-Willey, and Kay Taylor.

I. Action Items

- a. Approval of the Minutes from March 7, 2016 Meeting. A motion was made by Jarrod Madden and seconded by Toni Gray to accept the minutes as presented.

II. Discussion/Information Items

a. Colleague Software Updates pending installation

| Software Update | Software Title |
|-----------------|--|
| SU016281 | Colleague Infrastructure changes to support Pilot 1.3 |
| SU016274 | AR & FA Quality Enhancement 2016 |
| SU016526 | Colleague Student IPEDS: Update for IPEDS Completions Report |
| SU016572 | Banking Information Security Quarterly Processing Updates |

Only four updates are pending installation in the live account.

We do not have AR & FA Quality Enhancements 2016 installed yet.

Currently the Student and Payroll side are two separate entities, the information is encrypted when entered and stored. The changes will be done on the Payroll side with banking information for a secure site.

Will there be an early release of the FAFSA information this year? It should be done by October 2016. There will be a lot of conversation at Ellucian Live on this topic and may be more dependent on what is decided by the Department of Education.

b. Portal Update

The Portal upgrades appear to be working grades are posting through correctly. At some point in the near future the colors will be changed, the blue on blue is hard to read. Also, we may consolidate Faculty and Staff into just one category of AC Employees.

Accessibility for Disability Students – will be reviewing the Websites because students with disabilities are having a hard time being able to see the information needed for their classes. A list will be sent to all AC Faculty with Bullets for suggested changes to help

the students. Tommy DeJesus may be on that committee because he sent an email out for responses on the requested changes.

c. Ellucian Live

Ellucian Live is week of April 18th and will start later in the day on Sunday. Terry will be leaving on Friday.

Terry Kleffman, Sarah Bruce, Mike Sugden, Olga Kleffman, Tommy Morrison, Maria Juarez, Diane Brice, and Kelly Prater will be attending this event.

d. Database Upgrade

A Database upgrade was just done in October 2015. Updates have been released on Colleague with a Silverlight version of UI scheduled for June or July of 2016. This update has been on their list since Spring Break of last year and then it was moved to December 2015. Many schools are having issues with IE, the plug-in no longer support Silverlight in IE or Firefox. The updates will more than likely be done in July 2016.

Student Planning – the committee members wanted to have a demonstration on how this program will work. Cara Crowley will see if a Grant can pay for the cost of access and a demonstration. The first or second week of May is preferred for a timeline. What about individuals outside of the Committee? Like Bob Austin and Cara Crowley. An email will be sent to let them know and if the President's Cabinet Members choose to attend this meeting they will be notified with information regarding dates, times, and locations. Terry will contact Amy Lahait to see if it can be scheduled soon, but not on a Tuesday because that is when the President's Cabinet meetings are scheduled on a weekly basis.

Is there a quote available on Student Workflow? Terry will check with Amy Lahait for that information too. This software will allow the end user to chain different screens together and control what information they have access to change. If the student is already registered, they will not be able to make changes to this screen. There could be a lot of benefits for students in Registration and Continuing Education programs.

Elevate – Issue previously was that not enough information was being imported into Colleague for state reporting.

The grant will not pay for the Financial Aid piece of self-service, because of the way the grant is focused, more on Registration, it is better for Degree Planning/Audit and registration functions.

The decision has not been made as if there are sufficient funds available to purchase both Student Planning and Self-Service Financial Aid.

Perceptive E Forms – probably will not happen this fiscal year. TREC has very little money left for FY2016. Perceptive was bought by Lexmark, any forms can be dumped directly into Workflow without having to be scanned, and the data will be there.

Can we put their path in there with a semester by semester plan? This would be great for Financial Aid, it would be great so it can be seen when accessed. We have to be careful on more people having access, we may have to purchase more licenses to have this access. We are going to look at our costs to see what it would take to increase access.

Business Objects – web client and desktop access we are limited on both. It keeps track of how many users are logging in and when it reaches the limit, it will not allow anyone else to access the information. Both have limits on access. There is more information

available on the desktop client, could be an issue with Workflow, maybe we can tie E-forms and additional licensing together, would hate not to have both because of the extended cost.

III. New Business Items

When students change their major they need to have their Green Light turned off until it has been approved by their Advisor. This is all done through XPRG for the Green Light to be blocked out, but you cannot block Dual Credit Students. For the Dual Credit and General Studies students the Green Light will expire after the end of the current semester. But with XPRG controlling the Green Light would cover the majority of the students but it will depend on how the program is written and how the subroutines work, but it just may have to be seen how it can be done. If the students change their major it will make them go to an advisor to make sure they what if any new courses are required for coursework before they can be Green Lighted to go on and register for the upcoming or current semester.

1095C setup has been taking up most of Tim's time lately.

On AC Connect Homepage under Employee Access – Tax Information – W2's and 1095

Sometime between now and next year Web Time Entry will be rewritten. The new self-service process will include leave request as part of the web-time entry.

IV. Updates and Announcements (All) – None

Next Meetings

May 2, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

June 6, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Karen Craghead
4. Sharon Doggett
5. Toni Gray – alternate Megan Eikner
6. Sara Long – alternate Olga Kleffman
7. Jarrod Madden
8. Kristin McDonald-Willey
9. Jason Norman – alternate Ernesto Olmos
10. Kelly Prater
11. Kay Taylor – alternate Janet Barton
12. Ellen Patterson, Recording Secretary