ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, April 6, 2015
10:30-11:30 am
Library 113
Minutes

Members Present: Terry Kleffman, Chair, Tina Babb, Diane Brice, Sharon Doggett, Carol Moore, Jason Norman, Kelly Prater, Rita Wilson, and Ellen Patterson as Recording Secretary.

Members Absent: Karen Craghead, Kim Davis, Sara Long, and Brenda Waren.

Guests and/or Alternates Present: Joy Connors, Olga Kleffman, and Leslie Shelton for Kim Davis.

I. **Action Items**
   a. Approval of the Minutes from February 2, 2015 Meeting. A motion was made by Jason Norman and seconded by Kelly Prater to approve the minutes as presented.
   b. Approval of the Minutes from March 2, 2015 Meeting. A motion was made by Sharon Doggett and seconded by Kelly Prater to approve the minutes as presented.

II. **Discussion/Information Items**
   a. **Colleague Software Updates pending installation**

Software Update	Software Title
SU014172	Colleague Student 2015 Priority Release
SU013694	AR FA Transmittals Enhancements
SU014712	Update to EDX Triggers
SU014629	Colleague Texas Regulatory
SU013744	2015/2016 COD Processing Update
SU014243	Update in Support of Colleague Self-Service
SU014687	Colleague Payroll – Critical Fix for CALC
SU014431	Colleague Infrastructure update for support of Pilot
SU014265	Colleague Finance, HR, ST updates to support 25 character GL
SU014465	Colleague Texas Regulatory

There are ten updates pending installation into production, they have not been installed into the Test Account for review and updates as of yet, but hopefully they will all be there by tomorrow. Regarding the COD processing Colleague updates, testing cannot be done on these but they will be installed into the Test Account anyway.
Terry spoke with Dee Partin about the 'Critical Fix for CALC' in Human Resources and since they are not experiencing the issue described in the update it will be installed during the next monthly preventative maintenance.
There is nothing specific in the other updates, one is the support for 25 character general ledger numbers It would affect Finance, posting and other areas, and should be checked to make sure transactions post correctly to the General Ledger.

The Colleague Texas Regulatory for student update will still be delayed for installation, it was not done last month because of a request to hold off. Terry will collect and review all the notes from the updates and try to forward to the correct person this week.

        b. Blackboard / ILP
        BB ILP – CTL Scheduled the upgrade to Learn October 2014 edition after Spring Break, Blackboard usually releases an update every six months, there should be one coming up in April. Ellucian's goal it to certify the Blackboard Learn update within 60 days of general delivery. This would project the Blackboard Learn April 2015 version would be installed sometime in July.

        c. Ellucian Live 2015
        The annual conference will be held in New Orleans, LA next week. Additional funding from Grants was used to pay for Diane Brice and Ernesto Olmos to attend the conference this year. Lee M. Colaw, Terry Kleffman and Steven Rossnagel are going from Information Technology Services. Other staff was requested to go but was not available to attend at this time.
        The following areas continually change and have lots of sessions and information:
- Financial Aid
- Registration (includes Continuing Education)
- Account Receivable
- Finance
- Human Resources
- Reporting and other third party products
- Colleague Advancement.

III.   <u>New Business Items</u> – None

IV.   <u>Updates and Announcements (All)</u>
The Annual Users Group (SRCUG) will be held October 7-9, 2015 in Amarillo and be hosted by Amarillo College; more details will be sent out as events are confirmed.

New application - Apply Texas
- Seeing wanting to look at something to be able to do that Printed application that has all the fields you want, Apply Texas is easier, they can do it interactively, make Apply Texas vs the new application, ask them a set of questions based on their responses. Are we requiring a SSN? 1098T cost us a $100 a student if they don't give us their information or it is incorrect or an assigned number. A lot of students don't give us their SSN and we use their Colleague ID instead.

Can you give us an idea of what projects are coming through your area, so we can know where we are on the list?
- Upgrade to the Portal - newest version
- BB upgrade when it is released later this summer
- Analytics for Learn
- Civitas - provided the connector for them to get in , but we are waiting on them for the next stage
- New Staff Directory listing - pretty much completed for online searches
- Fundraising Donations on-line
- HOV Images - still reading all the disks 58 last time, 2GB on each one
- On Image Now we are working on the Retention Policy Management on it Tommy has been running it through the Test side to see if it is working.

- On the weekend we would run scripts to update documents for each office area. On the following Monday we would visit each desktop ImageNow client. The first would be the scanning and linking stations, then each person's desktoip.
- Discussed how many SSN discrepancies were we getting back from the IRS. It was stated that if was not as bad as last year, because we have been more proactive. We get a list and we send an email to the student asking them to correct or update their SSN prior to end of year. We discussed that there should always be some form of id such as SSN or Visa, Green Card, etc. The first year it was initially a $45,000 to $50,000 fine for students that had a discrepancy with the SSN for the 1098-T. We don't send all students a 1098-T, the ones that don't get a 1098-T are the ones that got a grant where the grant amount was greater than their tuition and fees. It is still past the minimum, we can require them to give it to us, but not accurately.
- Regarding Gainful employment, Colleague has not delivered any new programming at this time.
- Has the information changed a lot since the last time it was done? Tim has a list of Queries, We need to get the 15-16 setup done, check with Colleague and see if they have anything coming down the pike. Not sure which area they will have it under Registrar, Financial Aid or Regulatory Reporting.
- Query for all of our Aid Applicants, we need to notify all the students, and they start registering on Monday for Summer classes, we talked about this last week by email.
- General discussion about disbursement of aid in multiple disbursements. We will schedule a separate meeting to discuss options.

The Next scheduled preventative maintenance and updates are scheduled for Friday, April 17, 2015, some of these updates will go live, notes to the different areas will be sent by email this week.

Next Meetings
Monday, May 4, 2015 WSC, LIB 113 from 10:30am to 11:30am
Monday, June 8, 2015 WSC, LIB 113 from 10:30am to 11:30am
Monday, July 6, 2015, WSC, LIB 113 from 10:30am to 11:30am
Monday, August 3, 2015, WSC, LIB 113 from 10:30am to 11:30am
Tuesday, September 8, 2015, WSC, LIB 113 from 10:30am to 11:30am
Monday, October 5, 2015, WSC, LIB 113 from 10:30am to 11:30am
Monday, November 2, 2015, WSC, LIB 113 from 10:30am to 11:30am
Monday, December 7, 2015, WSC, LIB 113 from 10:30am to 11:30am

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 Kleffman
7. Kelly Prater - alternate Joy Connors
8. Carol Moore
9. Jason Norman – alternate Ernesto Olmos
10. Human Resources Department – Vacant until position of management has been filled.
11. Rita Wilson
12. Ellen Patterson, Recording Secretary