

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, May 1, 2017

10:30-11:30 am

Byrd 103

Minutes

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

Guests & Alternate Members Present: Maria Juarez.

Members Absent: Tiffani Crosley, Toni Gray, and Kay Taylor.

I. Action Items

- a. Approval of the Minutes from April 3, 2017 Meeting. A motion was made by Diane Brice and seconded by Kelly Prater to pass the minutes as presented.

II. Discussion/Information Items

a. Colleague Updates - Pending

Software Update	Software Title
SU016535	2017 Update to Envision Runtime
SU016861	Colleague changes to support Software as a Service (SAAS)
SU017220	Envision update in support of Web API 1.15
SU017221	Colleague update in support of Web API 1.15
SU017331	2017/2018 COD Processing Update
SU017440	DMI Release for 2017/2018 COD style sheet to support 4.0c schema
SU017525	Changes to support Colleague subroutine hooks
SU017568	Colleague HR IPEDS; Regulatory Updates for 2017
SU017632	Colleague SEVIS; OPT Updates – supervisor data
SU017678	Colleague SEVIS; DMI OPT Updates – supervisor data
SU017721	Colleague HR-IPEDS; Regulatory Updates for 2017 – Part 2
IN017219	Colleague Web API 1.15 Installation
IN017263	Colleague Self-Service 2.15
SU017489	Colleague AR Configurability Enhancement 2017-1
SU017285	Colleague – Student - Texas State Reporting
SU017868	Colleague – System Management – Release System
SU017794	Colleague – ACT EOS Import Update

	SU017742	Colleague – System Management – DMI – Messaging Service
	SU017490	Colleague - AR Collections Management 2
	SU017676	Colleague – Database Access Server Update
	IN017836	Self-Service 2.15.1
	IN017694	Web Advisor 3.2.2 - SAML

-Updates were not applied since last meeting, there are about 20 or so updates that will need to be done at the next monthly Preventative Maintenance.

-Terry did print out copies for any that members that may be interested in looking at for their departments. The new updates are at the bottom of the list.

-Diane asked for the one on Texas State Reporting.

-Olga requested the ones related to AR Collections Management.

-ACT EOS Import Update changes to file of EOS product which will not affect Registration until they import that data.

Shane said that Tim had indicated to him that we are behind regarding the Go App, it is a version update. Members asked if it is possible to see if we can update soon? If we had an AC Ellucian Go App, we use the generic one now. We talked about how much it would cost for the Platform edition of the application where we could modify it. The application should still work even though we don't have the branding, most of the differences between the platform version and the one we currently use allow you to put your own spins on the different apps, you have to go through a lot including the expense to be able to have our own AC App, it previously was around \$30,000 to get that done. The other part will include students being able to register through the mobile app. It may need to be configured before all the functionality is accessible before it can be updated to even just the next version. Work is being done so that payments can be made through the mobile app too. When do we do that upgrade, this has been put on the back burner because IT Staff is behind with other deadlines and projects. There is a bit of prep work to be able to be able to do the update. The current deadlines and other projects can be reprioritized so this update can be done sooner rather than later. But the staff needs to know if the functionality can be done to help with that app.

There will be a significant update in June that will need to be done. Spring 2017 classes end on May 12. Normally the next Preventative Maintenance would be done on May 19th. Please note, May, August, and January are difficult months for doing updates due to other deadlines needing to be completed in the same time frame. Amarillo College is closed on May 29th for Memorial Day Holiday. It would be good if the IT Staff can they start updates at 12:30 or 1pm. Housing payments will be submitted the next week. Can we look at our traffic for that day and last year for the first Fridays after summer hours? If the next Preventative Maintenance is done on May 26th the IT Staff will be staying late until 5pm and will not be able to leave at 12pm when everyone else does due to Summer hours starting on Monday, May 15th. Since it is a long holiday weekend the IT Staff may already have plans to be off on Friday or go out of town. In prior summers we have started updates at 1pm. Friday, May 26th is the projected date for next Preventative Maintenance.

b. Projects

- **Self-Service Financial Aid** – is live but Kelly has to manually enter the schedules for students so they will have a checklist. It will go live for 2017 and 2018. Kelly offered to setup training for AskAC, AR, and Registration staff members. Thirty minutes training sessions should be

long enough and Kelly is willing to do more than one. Would scholarships be available? Kelly will put together a training handout and the departments can review before meetings to see if the information discussed will apply to them.

- **Self-Service Student Planning** – It is available on AC Connect. Some final updates are being done this week.

c. Pending Projects

- **Student Work-Flow** – Suspended currently.

d. Other Project Updates

- Corey is in the middle of working on the online student application.
- XCES is now fixed for AR.
- Sponsored stuff showing up in the reports that is currently affecting how the information is showing up in two different screens.
- The Faculty Roster Re-Write has been rolled out.
- AC Website rollout is being pushed to June. There is a lot of content that has to be updated before it can be rolled out.
- There is a Foundation Donation Meeting this week.
- Depending on due date of website rollout, Tommy can start working on that next. Tim will be working with Kelly regarding the Apply Texas Imports, High School transcripts, and Hazelwood report.
- Regarding the End of Year State Reporting for Financial Aid, want to make sure the system is updated for that, for Texas Grant that Kelly has to submit and she can resend the email as a reminder too.
- When is the end of year reports usually due? We can start submitting them after May 15, but they have to be certified by the end of July.

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

Monday, June 5, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, July 3, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, August 7, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Tuesday, September 5, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, October 2, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, November 6, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, December 4, 2017, 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