ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, May 2, 2016
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Sharon Doggett, Toni Gray, Sara Long, Kristin McDonald-Willey, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Alternate or Guests Present: Tina Babb, Sarah Bruce, Maria Juarez, Olga Kleffman, Tommy Morrison, Ernesto Olmos, and Michael Sugden.

Members Absent: Karen Craghead, Jarrod Madden, and Jason Norman.

I.   **Action Items**

   a. Approval of the Minutes from April 4, 2016 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 Software Updates pending installation**

Software Update	Software Title
SU015594	Colleague California Retirement: 2016-1
SU016686	Colleague ACA XML Urgent Release – Afford
SU016504	Update to Envision to support EDX

Only three updates are scheduled during monthly preventative maintenance, scheduled for Friday, May 20, 2016. If the updates can wait until June due to start of new classes on Monday, May 23, 2016 for Summer 1 they will be done then. Updates could be done on May 20th or maybe 13th but it would still run over the weekend when Registration would be ongoing. The main concern is the Affordable Care Act but we do not want to take away from Students being able to register during the downtime over the weekend. Terry will send an email to the ACT Committee members and see what is decided, he will also talk with the Programming and Networking Staff to see if the updates have to be done in May or just hold off and do them in June.

   b. **Ellucian Live**
   - Michael Sugden – Travel Reporting Solution – this will partner with an outside vendor that uses a third party company Chrome River that will allow for

submitting on-line travel requests and reimbursements. Self Service update for the bank account information; when available the user will be able to update the information themselves for payroll and reimbursement of travel expenses.

- The Self Service module for Budget – Ellucian is currently in the process of rewriting the program they have rewritten the departmental views and budget pooling and this time next year it will tie into the budget. The budget module rewrite will allow us to evaluate how our positions are done – 6 part-time and 12 full-time vacancies will look at budgeted position slots, we will need to reassess how our positions are setup for the Budget Planning.
- UI5 is coming out the end of July when it is updated it will work on iPads with Safari, i.e. is all we use now, they said Image Now would work with it after some adjustments have been made but may have to redo all the templates and application plans, make it available through the portal, we will leave the existing UI 4.5 in place until we find it is no longer needed.
- Competency Based Education - Online students take a test if they pass they can go on, but if they fail they will be given a message saying "you need to work on competencies before moving on" this will allow students to progress as quickly as possible then they will not have to wait or be held back.
- The next conference for Ellucian Live 2017 will be in Orlando, Florida, the dates and locations have not been confirmed as of yet.
- Diane Brice said that she looked mainly at the Student Planning and Elevate, most sessions from other schools talked about what their problems had been with installation, we know we are going to have to make a few changes to implement Student Planning but think that we are in really good shape for implementing this product.
- Elevate can only be controlled with the Subject line of the course, non-funded courses set up with non-funded course numbers, that is a big thing and not sure how it will affect the Accounts Receivable side.
- Kelly Prater attended sessions on Financial Aid Self Service this shows students a checklist to know what they need to do and when, Ipeds will automate the reports. Kelly said she learned a lot by attending this time and would like to go again next year to learn more.
- Maria Juarez attended sessions on Student Planning and thinks this would help us a lot with building the degree audit, this is not done now because someone is leaving and she will need to learn to do this. It will build roadmaps for students being able to update their address and contact phone numbers which will be good for Retention Alert and AskAC. Student Success is the replacement for Retention alert and it will not be like what we are doing now. Financial Aid ask if we could have something like that, it is so intuitive staff would not have to contact Financial Aid and we could get all of the information immediately, it would be great. This would be a replacement for Retention Alert and is a CRM product maybe Kristin could see if a grant could fund that part of it if not a small amount. Civitas information is still be validated.
- Olga Kleffman attended sessions on Communications Management for Payment Plans, this is a self-service proxy for parents to so they can see the balance due and pay it online if they want to. 1098T watching Ecommunities updates for changes that are coming. Olga was able to meet with one of the Ellucian

representatives and she is willing to help as long as it is not too much. The bill screen will change.

- Cara is looking to see if a grant can fund the Student Planning portion of installation and setup.
- Sarah Bruce learned that the person proxy will pull in Student Finance, they give us a lot of information we can show if we decide to do it, every person will be able to see their information and it could stop a lot of calls, Grades are coming and the W2's and 1098T will have a lot of updates are scheduled for Business Objects, reports don't work like we need them to, nothing new, would like to make it more User Friendly. Communications Management – moving the payment plans in there and it is difficult to get to the data. There are many tasks done currently in the Registrar's Office that could be done through Communications Management.
- Tommy Morrison attended sessions on Portal Customization to allow the user the option to do their own thing and change some of the coloring and branding. Source Control lets everyone work on the same project without overriding each other's work. We need to get training on the dot.net – what web API is written in a Microsoft product, if we want to make customization to self-service we need to learn dot.net.

The Programming Staff are working on 4 or 5 major projects right now:
- Cornerstone – pay for performance meeting twice a week every Monday and Wednesday
- Database Upgrade by September we are supposed to be on Version 8.1
- Maintenance of San and Servers that they need to be doing
- Image Now - Retention Policy Manager
- Civitas data validations going on – Janine is doing a lot of that activity
- Status of Workflow – trying to get a contract – not able to get some of the contracts out until Thursday of this week because contact at Ellucian is out of the office on Vacation until then, we are just waiting for the quote to submit for processing.
- Need to look at Student Schedule piece to give student an idea of what their schedule will be, it is in a week format to make it easier for them to tell where they are supposed to be and it will give them a better idea on starting dates too.
- Online Application is still being worked on too. Corey has what we need and Janine is working on importing the information needed on the programming side, this information will update immediately into Colleague. The biggest challenge is to make sure the information is correct before they register and billing with correct codes is important and could be a hassle with the requirement of the social security number because some students do not have one. Mostly this process is waiting on the background programming. Will this interface with the Foundation Scholarship? There will be a link that states if you are interested in applying for AC Foundation Scholarships click here. They can fill out the application on that side and it will give links to the FAFSA on that page too.

III.   **New Business Items** - None

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

Next Meetings

Members:

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