

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, May 4, 2015****10:30-11:30 am****Library 113*****Agenda***

Members Present: Terry Kleffman, Chair, Karen Craghead, Kim Davis, Carol Moore, Kelly Prater, Ellen Patterson as Recording Secretary.

Alternate Members or Guests Present: Tina Babb, Joy Connors, Megan Eikner, Maria Juarez.

Members Absent: Diane Brice, Sharon Doggett, Sara Long, Jason Norman, Rita Wilson.

I. Action Items

- a. Approval of the Minutes from April 6, 2015 Meeting.
- b. Approval of the Minutes from April 21, 2015 Meeting.

A motion was made by Kelly Prater and seconded by Tina Babb to approve both sets of minutes as presented.

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

	Software Update	Software Title
	SU014620	Colleague NSC Regulatory Update
	SU014686	Colleague California Regulatory Update
	SU015020	Colleague NDVS (Degree Verification) 2015
	SU014187	Colleague Human Resources Dependent & Beneficiary Update
	SU014465	Colleague Texas Regulatory CBM002 2015 Update

Colleague Software Updates pending installation is a very short list compared to normal. Terry will request the Human Resources Department look at Affordable Care Act for Insurance reporting on W-2's next year.

Regarding the National Student Clearing House update-enrollment reporting Kelly would like to have a copy for her review.

- Ellucian changed their website so that it is hosted by another company – there have been some recent updates. The website can be accessed to review all the recent updates with the necessary documentation available.

b. Time Sync Process

- The ITS staff were on campus most of the day on Sunday just trying to get basic functionality back on the computer system. The server that went down provides time to the other servers, some have September 1995 as the current year and date and some have 2015.
- We will have another server provide the time until the new equipment is in place. The replacement server should arrive by Wednesday.
- As a first priority we are recovering services for students so they can have access to do their class work.
- There was a discussion about the time sync issue and how it affected the ability to login. We compared it to when Colleague could not tell which student program was active because of the date overlap where individuals had entered programs to start before the prior program ended and both were active at the same time. We are going through the system and cleaning up where the old data may have gotten into the system with the 1995 dates.
- It was asked if anyone at the meeting had been having issues with dates this morning. There was only one employee that may have locked themselves out of the system.
- This started on Saturday night around 9pm and continued through most of Sunday until late in the afternoon. At this time we think that all the machines on campus have the correct date and time.
- There were no other issues that the users were aware of, problems logging onto Colleague but after logging off and back on it seemed to work fine then.
- Terry will visit with AskAC after the meeting to see how it is going for them. Phones were pretty backed up, lots of calls from students, along with the backlog from issues that started on Saturday and Sunday.

III. New Business Items

IV. Updates and Announcements (All)

Future meetings may need to be moved regarding location because of renovations planned for 1st floor of Library and 2nd floor of College Union Building. As soon as the dates for construction and remodeling have been confirmed with Physical Plant Staff.

-Questions were asked regarding Name changes and if users will be able to get on AC Connect from Home and on laptop, for training advancement. The test account is not available through the portal. Users might be able to do that, but typically this access is not available off campus. -It was also requested whether access to the previous Sage software server that was used by the Foundation staff, if there was a way to somehow to save that information so it can be referred back to it if needed, especially regarding the deceased records. If this issue comes up to make sure

that information has been transferred to new server. Terry will have to research and see what our options are for this request from AC Foundation Staff.

Next Meetings

Monday, June 8, 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 – alternate Megan Eikner
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. Rita Wilson
11. Ellen Patterson, Recording Secretary