

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, May 6, 2019

10:30-11:30 am

Byrd 103

Minutes

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

Guests and Alternates Present: Gail Hutson, Maria Juarez, and Tiffany Oneal.

Members Absent: Tiffani Crosley, Toni Gray, Ina Fiel, Olga Kleffman, and, Kelly Steelman.

I. Action Items

- a. Approval of the Minutes from February 4, 2019 Meeting. A motion was made by Mia Forrester and seconded by Tiffany Oneal to pass the minutes as presented.

II. Discussion/Information Items

a. **Colleague Updates – Pending Installation in Live**

Software Update	Software Title
SU020733	HR Payroll Update for Overtime
SU020644	HR Direct Deposits Update
SU020571	HR W2 Corrections processing
SU020563	ST Texas State Reporting (BSWF, TFWF, TXTS,)
SU020555	HR Texas State Reporting (TRS)
SU020722	AR –Sponsor Billing Critical Update
SU020696	Finance – 1098T Update
SU019953	FA – 2019/2020 COD Processing Update
SU020630	FA-Link – TrimData Help Update
SU020252	FA-Link – TrimData 2019 Q1 Release
SU019149	HR Direct Deposits Update

Above is the list of currently installed updates in the test account and one of our other accounts.

- AR- Sponsor billing is a Critical Update that helps with generating the bills to send the invoices to the companies. It did not update some data fields correctly and would cause it to generate the bills several times to the same vendors. Will need to regenerate all the bills that need to be redone.

There is some TrimData updates that will need to be discussed with Olga Kleffman and Dennis Leslie, because they redelivered a whole bunch of screens on the Touchnet side.

b. Projects

- Touchnet is live, up, and running now, there was a problem with chip on a user's card. Foundation and CE registration is still on PayPal, but they are being worked on now to get them added to Touchnet soon. We did change it so you do not have to go through so many screens to pay for classes, this will allow the user to click it and go straight to Touchnet and pay easier. Making a Payment online will be available in other areas too.
- Programming Services has updated the Radius Implementation plan, Maria and Diane are invested in that one, this is a second communication plan, Registration and Advising is in on that too.
- Accutrack placement close to finishing but need to add a few more areas to the list. Technically maintenance and support coverage for Accutrack in February so we need to shut it off.
- Working on Colleague migration to SQL that will take the rest of this year and part of next year too. We have been working on prep for almost a year now.
- Today through the 12th we are going to do some phone upgrades and we are doing updates this week. Hopefully we will not have any interruptions if there are any they should be after hours. More of the awareness so that if it does happen we will know what is causing the issues.
- Softdocs is on its final migration with the business office and then we will work on getting Purchasing and AEL to be on it too. Working with workflows.
- Adobe Licensing is updating their licenses, this will start on Friday and then through the next 30 days, it will be a manual update that will have to be migrated over to the new system. If the migration is not complete within 30 days, anything that is not converted in that time frame will stop working.
- Pharos update will start next week too. Vijay, Efrain and the rep from TracSystems will be here to train employees on how to get new funds through their phones or through AskAC, we will no longer be issuing any new cards. But the ones out there will still work. The students can bring the cards to trade them in and for their remaining funds to be added onto their accounts. An Announcement will be sent out and then no more card usage and unless they will bring them to AskAC. We will wait six months or a year depending on how the transition goes. Efrain and Vijay will put documentation together for staff but it will not be done until they are finished with changing out the hardware. They will have to bring you

their card and then the funds can be transferred to their account. At some point now that we have electronic balances to help the students at the beginning of each semester. We are having to collect \$20,000 to \$30,000 to make this system work to pay for supplies and hardware, but after this is done we will only have to spend \$6,000.00 for maintenance and so it will not cost so much for the students. With cash they will have to go to AskAC or they can use their credit cards to add money to their accounts. An Admission account can be set up to be able to use for the students trying to fill out forms. Upfront you can still give out the \$2 cards to help them out for registration and upfront paperwork.

- All the new equipment for the Ware Basement has been ordered and we should start receiving stuff soon. The construction company is getting close to being able to see where everything will go and be.
- Accounting will want to know where the credit card money will go for TracSystems when it is paid. Now it is running through Pharos. To hold the balances it is now using PayPal, but they will want to know the details of how it will work after it is changed over. Right now they have not been adding it electronically.
- SQL migration will be keeping Terry and Tim pretty busy now.
- The bond will determine how and when the upcoming projects will be scheduled. Depending on how it is set up for the future.

c. Other Updates

The next monthly Preventative Monthly Maintenance date was discussed but not decided upon until after the meeting to be scheduled for Friday, June 14, 2019.

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

Monday, June 3, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, July 1, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, August 5, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, September 9, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, October 7, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, November 4, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, December 2, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, January 6, 2020, 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 Oneal
6. Shane Hepler
7. Olga Kleffman
8. Jarrod Madden
9. Ernesto Olmos
10. Kelly Steelman – alternate Gail Hutson
11. Ina Fiel
12. Ellen Patterson, Recording Secretary