

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, May 7, 2018****10:30-11:30 am****Byrd 103***Minutes*

Members Present: Terry Kleffman, Mia Forrester, Shane Hepler, Olga Kleffman, Jarrod Madden, and Ellen Patterson as Recording Secretary.

Alternates & Guests Present: Tiffany Oneal.

Members Absent: Diane Brice, Tiffani Crosley, Toni Gray, Ernesto Olmos, Kelly Prater, Kay Taylor.

I. Action Items

- a. Approval of the Minutes from April 2, 2018 Meeting. A motion was made by Mia Forrester and seconded by Jarrod Madden to approve the minutes with recommended change in spelling of Jarrod's name.

II. Discussion/Information Items**a. Colleague Updates – Pending Installation in Live**

	Software Update	Software Title
**	SU019051	TouchNet Colleague Extensions
**	SU019000	Envision Runtime for Web Advisor Update
**	SU018875	Texas Financial Aid Reporting
**	SU018977	HR – Assignment Contracts
**	SU018915	Tax Table Updates – Michigan / Missouri
**	SU018594	HR – Quality Release 1
**	SU018618	Payroll Direct Deposit Enhancements
**	SU018714	HR WebAdvisor Time Entry Update

** means the update is a carryover from the previous month's updates.

The bottom three are the only ones that are carryovers from last time.

A note to remember ones not to delete before uploading new updates.

Touchnet we do not have yet but if we did it would be a problem.

Maria said she will look at the bottom three next week before the monthly maintenance is done.

Payroll direct deposit is the big one.

Time Entry Update they are adding a parameter to search, how many pay periods would you like to look at?

Looking at June 1st for the next Friday update instead of May 18th or the 25th since that is right before the Memorial Day holiday.

UI 5.5 update will be installed on June 1st.

b. Projects and Programming Services Updates

- Vena training phase one is done.

The next piece will be loading the data feeds and automating

- Swimdata has not had any more requests for ITS

- Exception to curriculum requests has rolled out as of last week, still the manual form on the website.

- Faculty Development transcripts are completed

- Working with Diane and Maria to see the different ways the data works from the tracking of student stops at AskAC. what questions they are getting more often, who needs more training so they can be more helpful to students

- Request for positions between EOD and Business Office, working on getting rid of the paper form on that and just make it automated instead

- Writing our own version of student evaluations, faculty decided the Blackboard one is not good enough, instead of them handing out paper during class we are going to come up with a form so the students can complete on their phone or computers in class.

- We are looking at rewriting a new program for Accutrack, we are going to have to spend a lot of money to update the older current version, so then it will be dumped and we will use our own program.

- SoftDocs will be the replacement for ImageNow, going to the board to request approval of the purchase in June.

- AEL students have a separate application, will create one like the normal student application form, will put more on the students and save us having to keep up with the paper forms.

Discussion about records being added by users:

- CE registration problems, why are they done by Datatel, is there student's trying to register them.

Mainly people were just trying to access their information.

Puts Datatel as the person to register the student and there is no payment so they have to go in and deregister them.

All the online forms are using the id of the processor that enrolled them. Are the students registering online and their payment is not going through.

We had to put a whole bunch of changes in place, the previous CE Registered students would show up without payments being made. If it is not working right, then we need to know. We do not get a return code back, we can't tell if they went to PayPal whether the payment process was not completed.

Still have people enrolling people in CE and not taking payment.

Olga has been cleaning them up, forward to Shane so we can trace what is happening.

- Kelly told Olga that they are going to want students that have financial aid to not be deregistered. How do we change that? Look at the award status and see if they have accepted the award. Last day to pay is this Friday, so we need it pretty quickly. Exclude until you are ready? Need to meet with Kelly Prater, to see what

it is looking at, do not want to get rid of the summer students. Kelly is wanting to change the process.

-All users will have to switch over to UI 5.5 by end of December – six months' notice, we have to turn it off before Christmas Break, and it will be disabled soon afterwards.

We are going to the web version; Silverlight is going away. The more you use it now and let them fill out tickets for problems, after the updates are done in June, start using the newer version then, shortcut keys are different, it is slower. If they do have issues let IT know, we can submit requests. You can use any browser instead of just Internet Explorer like now. Users will need to slow down and you will have to relearn how to use the newer version. After June 1st it will be updated and ready to go.

-SRCUG – Regional meeting in Waco, June 12-14, 2018.

Kelly Prater was talking about taking a van and riding all together.

Mia wanted Sarah Bruce to go with her.

-TACCBO is in the middle June.

-Screen in Ellucian Live would like to implement to remove holds if a student has a zero balance, just email Shane, Terry and Tim, include screen name Adjust restriction codes, it could remove the hold, just need to look and see if it is available or not.

-If students are on a payment plan and they wanted to pay over the weekend, now they have to wait until Monday afternoon before they would be allowed to register for upcoming classes.

-We are going to change our 1098T currently built off what has been paid not what we report only, we will need to see how it is currently done.

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

Monday, June 4, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, July 2, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, August 6, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Tuesday, September 4, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, October 1, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, November 5, 2018, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, December 3, 2018, 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 Prater – alternate Gail Hutson
11. Kay Taylor – alternate Ina Fiel
12. Ellen Patterson, Recording Secretary