

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, June 26, 2017

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Olga Kleffman, Kay Taylor, and Ellen Patterson as Recording Secretary.

Alternate and Guests Present: Tiffany O’Neal.

Members Absent: Tiffani Crosley and Jarrod Madden

I. Action Items

- a. Approval of the Minutes from May 1, 2017 Meeting. A motion was made by Mia Forrester and seconded by Olga Kleffman to pass the minutes as presented.

II. Discussion/Information Items

a. Colleague Updates - Pending

Software Update	Software Title
SU017875	California Regulatory Changes
SU017405	Colleague Finance Quality Release 2
SU017618	AccuPlace Test Score Import
SU017515	Gender Management Demographic Update
SU017332	2018/2019 FAFSA Processing Update
SU017615	Colleague Student and Core Quality Release
SU017466	Colleague Regulatory – 2017 Texas TRS TB
SU017720	Update to Envision Runtime for Source Release
SU017621	Colleague AR Configurability Enhancement 2017
SU017880	Update to EDX triggers used with Ellucian Ethos Identity
SU017734	FA-Link Host Server modifications
SU016118	FA-Link Host Server modifications
SU016061	FA-Link BKIR/BKSR
SU017444	Colleague Finance Quality Release 2017
SU017831	2017 Update to EDX
SU017885	Colleague SEVIS Update
SU017508	Envision Update in support of Colleague UI 5.3

	SU017507	Colleague Update in support of Colleague UI 5.3
	SU016861	Colleague changes to support Software as a Service (SAAS)

Terry had physical copies of the updates listed above that have been put into the Test or Production Account for review. There have been eight updates added to the list above since the first week of June.

- Colleague UI 5.3 is not up and running as of yet, still having issues for users until the change from UI 5.2 to new version has been installed.
- Colleague Regulatory – 2017 Texas TRS TB – this update was delayed last year by State of Texas, but maybe need to be input before September payrolls to run and report data correctly.

Classes for Summer II start on July 5, 2017.

-FA-Link Host Server Modifications and BKIR/BKSR, this should be updated before Summer II classes start in July to make sure the interaction between Colleague and the Nebraska bookstore site is working correctly. Dennis Leslie at the Bookstore wants to do an update on Tuesday, June 27, 2017 after 5:30pm. But there is no way to test before installation of updates, this will be rechecked in the morning.

-The Payment Gateway has to be updated this week too, will probably do this on Wednesday after 5:30pm.

b. Projects

- **Self-Service Financial Aid** – waiting on setup of FA for 2017-2018, Tim helped load all of this year's information.
- **Student Planning Self-Service** - There are still issues with not being able to pull classes off after they have been put in. This issue has been reported as an enhancement request to Ellucian.

c. ITS Acceptable Use Policy Review

SACS recently was asking questions regarding the Acceptable Use Policy for Amarillo College:

Who Reviews this policy?

How often is it update?

Is there a Technology Committee that meets on a regular basis for these issues?

The Technology Replacement Equipment Committee was disbanded in 2012, the Academic Technology Committee has not been meeting on a regular basis recently, though a new chair has been appointed and plans to start a regular meeting in Fall 2017. Currently the Administrative Committee for Technology is the only group that has been meeting on a consistent basis to review this policy.

Terry would like to have the committee members review this policy for updates and changes that should be made regarding terminology, title changes and if any items should be added before the meeting in August. Typically, this type of policy is a broad statement that covers most issues that might arise during daily use by faculty, staff, and students so it does not have to be changed very often.

This policy can be sent to the Committee Members by email so that all suggested changes can be seen and discussed online before the final changes are approved at the August meeting.

d. Pending Projects

- **Student Work-Flow** - Tim Hicks and Maria Juarez are in training from Monday through Thursday of this week from 10am to 4pm regarding installation and implementation of this software.

e. Other Project Updates

- **Programming Services** – Tim is currently working on FA changes to setup multiple disbursements and Work-Flow training.
- **Programming staff** – are working on updated the AC Website, with College Relations staff after the changes are made, it will be nice and look good.
- **Corey Willis** – is working on the Online Application and adding in the Continuing Education part too, hopefully it will be done next week.
- **Tommy Morrison** – is working on scraping the screen and then users will be able to access UI 5.1 from the portal.
- **Shane Hepler** – said that going forward the new faculty, staff, and students will not be assigned first letter of their first name and a number for their email, it will be updated to be first and middle initial then last name. If you are an employee your email address will be set to first name.last name @actx.edu. This will go live soon, the current primary email addresses will be moved to their alias' and then their current email will be first name.last name @actx.edu. This will also be updated in regards to login names that currently have numbers unless there is more than two with the same first and last name, then a middle initial will be put in the address and if they are still the same, then a number will be added at the end of the last name.
- It was decided by the Committee members that the **next Preventative Maintenance is scheduled for July 14, 2017**, July 28th was discussed but it will be the same time that grades are due for Summer II classes. Multiple emails will be sent out to all AC Faculty several times to remind them that systems will be affected during the maintenance process. Last month when maintenance was started several calls were received from faculty and staff saying that they did not know maintenance was being completed on that date and time.

III. New Business Items – None

IV. Updates and Announcements (All) – None

Next Meetings

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