

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, June 3, 2019**

**10:30-11:30 am**

**Byrd 103**

*Minutes*

**Members Present:** Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Olga Kleffman, Jarrod Madden, and Ellen Patterson as Recording Secretary.

**Alternates & Guests Present:** Gail Hutson

**Members Absent:** Tiffani Crosley, Ina Fiel, Toni Gray, Shane Hepler, Ernesto Olmos, Tiffany Oneal, and Kelly Steelman

**I. Action Items**

- a. Approval of the Minutes from June 3, 2019 Meeting. A motion was made by Gail Hutson and seconded by Mia Forrester to approve the minutes as presented.

**II. Discussion/Information Items**

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

Software Update	Software Title
SU020728	Financial Aid COD Update
SU020733	HR Payroll Update for Overtime
SU020644	HR Direct Deposits Update
SU020571	HR W2 Corrections processing
SU020563	ST Texas State Reporting (BSWF, TFWF, TXTS, .....)
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

- A lot of the updates are the same as last month.
- The two highlighted updates will have to be done at the same time because they work together.
- All the updates are available to be viewed in the test account.
- The rest of the updates will be uploaded sometime in June.

The next Monthly Preventative Maintenance is scheduled June 14, 2019.

The Call center is open until 5pm and the counter is open until 12pm on Fridays.

- There will be one to two hours of downtime for Colleague during updates.
- Most of the updates are HR, unless you want the Texas State Reporting done sooner.

- TrimData updates, we need to get this done before Dennis Leslie retires from the Bookstore on July 31, 2019. Have Dennis review the updates with Andrew or whoever will take over after he leaves so they will know how Nebraska works with Colleague and how to work the different parameters.

#### **b. Projects**

**Tracsystems** changes are up and running so that the students can just add funds to their accounts.

- They have collected the cash on Washington Street Campus, but still need to do so at West and East Campuses.
- Pharos update now the students will use their id and they can put money on their accounts and then they can print from there.
- The cards will work for now but as they are used we will not issue any new ones.
- Make sure when the assistance center adds money to their accounts that they put the money into the correct accounts because we are working on a way to do a checks and balances on this process.
- We do have students using the PayPal to add funds.

#### **c. Other Updates**

**Touchnet** over 300 scheduled payments hit the bank account and they worked like they should.

- We have accounts that were automatically drafted out of their accounts.
- The students can get late charges if they do not pay it on time.
- It is going good, have not had a lot of students sign up for extended payments, paid in seven payments, we have not had many sign up for it early.
- Olga will send out notices and emails earlier to get them to set up payments and save the hassle.
- If you set up an authorized user and schedule a payment then you get the reminders that the payment is due not just the students.
- Do you know when they are going to finish the CE and Foundation part so they can be done on Touchnet too?
- CE is working except for the receipt view in Outlook. We are waiting to hear back from Touchnet to fix how the receipts look on Outlook, IE 9, whether in person or online to show they have paid.
- Once CE and Foundation on-line is moved over then PayPal will go away except for TracSystems on PayPal, it is a total different account, not through Colleague it goes through the students account separately.

#### **Colleague SQL Conversion**

- We could convert everything and bring all of the X Menu, we use some of ours, anything with Colon prompt stuff they need to know about that, download goes away, will have to have SQL store procedures for that to work.

- Since Jarrod has built data warehouse, that will continue to work and will not change if the ODS is the data source it will continue to work afterwards, may need to change the server.
- We are looking at optimistically 2020, it is a full-time job for one or two people to get us to that point. This is the primary thing we will look at this next year. Need to export a list of the custom menu items by the different areas, Finance, Financial Aid, Registration, etc... and see if they are still being used.
- If it is not delivered by Ellucian then we have to package and add them into a custom package so it can be imported into the SQL Colleague environment
- When you get to the end of the SQL conversion process you will not see any difference on the normal day to day procedures.
- You will have a lot more report options available for consideration.
- People know more about SQL than Unidata and it could be easier to hire new people in some aspects.
- The Foundation has hired a consultant for the next year and they might be coming to IT for more help with information available.
- Data Standards Manual is file is located at Public, Datatel, Data Standards Manual but it has not been updated in several years.
- All the screens will probably look different.

**III. New Business Items - None**

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

**Next Meetings**

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