ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, June 6, 2016
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chair, Toni Gray, Sara Long, Jarrod Madden, Kristin McDonald-Willey, and Ellen Patterson as Recording Secretary.

Guests and Alternates Present: Tina Babb, Ina Fiel, Gail Hutson, Maria Juarez, Olga Kleffman, and Ernesto Olmos,

Members Absent: Diane Brice, Sharon Doggett, Jason Norman, Kelly Prater, and Kay Taylor.

I. **Action Items**

   a. Approval of the Minutes from May 2, 2016 Meeting. A motion was made by Sara Long and seconded by Toni Gray to approve the minutes as presented.

II. **Discussion/Information Items**

   a. **Colleague Software Updates pending installation**

Software Update	Software Title
SU016647	Colleague NSC Regulatory Update for May 2016
SU016262	Colleague update in support of Colleague Web API 1.12
SU016261	Envision update in support of Colleague Web API 1.12
SU015594	Colleague California Retirement: 2016-1
SU016504	Update to Envision to support EDX
	Student Planning; FA Self-Service; Student Workflow

There are not a lot of updates for June except that we just purchased Student Planning, Self-Service Financial Aid and Student Planning from Ellucian.

Financial Aid has the lightest load and could be ready for installation and use by the end of this summer. All the requisitions for purchase of new Ellucian programs were approved for processing.

Pam Madden was asking about entering classes for the new Continuing Education Section on Workflow, there would on be five fields to be entered for each section instead of the current 20 per class, this would save a lot of time for staff.

Colleague NSC Regulatory Update for May 2016 – updates that were not done in May due to registration and payment deadlines will be done in June.

Web API updates are just in support of current Colleague products and will be done in June during monthly preventative maintenance.

b. **Projects**
- **Corner Stone**–New electronic evaluation and pay for performance system that will replace current Novus. The goal is to have it up over the summer and it could start being used in the next fiscal year.

  Toni Gray wanted to know if there is a sample to see how to rewrite goals and for performance management. There are no samples available yet. You can go online to watch the videos but until you start actually the making the changes then the training will make more sense and it will be easier to understand too. Toni said that Tiffany O'Neal used it in her past and it worked great for doing evaluations and tracking goals.

- **Self-Service Financial Aid**-Terry said that hopefully by the end of June someone would be available to work on installation of this program.

- **Self-Service Student Planning**-This program would be great if it would be ready for use in fall 2016. Terry will talk to Diane and have her take the lead from the non-technical side. Part of what needs to be reviewed is the cycle of course offerings fall only, spring only, every term. There is a place to enter programs are similar to this one we will have to tell it which programs are similar, it will not know without setup being done prior to installation.

- **Civitas**-currently waiting on validation of information, this software is supposed to work with the degree map, it evaluates all the programs that are active and it shows the student the top five or ten choices when the students are close to completing their degree. Not sure if the student has to do a query or if it will show it to them all the time. It is kind of a similar function.

- **Student Work-Flow**-this could be ready for use later this fall.

- **Unidata – Database Upgrade**–required to upgrade from 7.3 to 8.1 for security updates and other things mandates that we move to new version before the end of the year, the schedule is for October to do the upgrades.

- **Retention Policy Manager**–this is a component of Image Now System based on the type of document you pick it assigns a retention policy to it, runs reports and says which documents are eligible to be disposed of to Terry Kleffman, Mike Jager, and Kimberly Carlile based on the type of document. We have Financial Aid data that we could flush out of the data

system, some of the documents in the Registrar's Office that has already met the retention time frame.

- **Affordable Care Act**–by the end of June we have to transfer the insurance information, so this is a priority to be completed as soon as possible.

- **Civitas–Data requests/validation**-updates it nightly or whenever it changes.

- **Paperless initiative**-would route forms through email to the persons as needed. We are looking at how beneficial it would be if it could take the place of forms we use now. Are there a lot of forms that this could be used for? Exceptions for students, Continuing Education. Currently they are put in by hand and then taken to the Business Office for processing. Also, the forms are kept for five years and then sent to off-site records storage.

  There are cabinets of Continuing Education Registration forms, a lot of it is based on the guidelines for how long we keep the forms. But some documents are permanent records. All the old microfiche records have been transferred over to imaging to meet the state policy on old registration forms. As far as transform, are there a lot of forms, that could be switched over to be scanned and if they can be linked to get them directly from email to Image Now, dependent of verification form is an example. The electronic loans requests has helped a lot on the student processing, we did it internally, but there are too many forms to do them all. This could save students from having to come in to fill out forms, they would be able to view them online and submit for processing from anywhere. We need a system that everyone could use, the forms currently get lost along the way, change of information form, degree, demographic, phone number, entire thing. See if we could schedule a demonstration for how it would work before everyone gets excited.

  Terry will try to have the other updates in the Test Account this week and then next monthly preventative maintenance will be done on June 24th, along with the Colleague Software Purchases.

III. <u>**New Business Items**</u> -None

IV. <u>**Updates and Announcements (All)**</u> **–** None

<u>**Next Meetings**</u>
July 5, 2016, WSC, CUB 103 Conference Room, 10:30am to 11:30am

<u>**Members:**</u>
1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez

3. Sharon Doggett – alternate Tiffani Crosley
4. Toni Gray – alternate Tiffany O'Neal
5. Sara Long – alternate Olga Kleffman
6. Jarrod Madden
7. Kristin McDonald-Willey
8. Jason Norman – alternate Ernesto Olmos
9. Kelly Prater – alternate Gail Hutson
10. Kay Taylor – alternate Ina Fiel
11. Ellen Patterson, Recording Secretary