

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, June 8, 2015

10:30-11:30 am

Library 113

Minutes

Members Present: Terry Kleffman, Chair, Diane Brice, Karen Craghead, Sharon Doggett, Sara Long, Rita Wilson, and Ellen Patterson as Recording Secretary.

Alternate or Guests Present: Tina Babb, Joy Connors, Megan Eikner, and Maria Juarez.

Members Absent: Kim Davis, Carol Moore, Jason Norman, and Kelly Prater.

I. Action Items

- a. Approval of the Minutes from May 4, 2015 Meeting.

A motion was made by Tina Babb and seconded by Megan Eikner to approve the minutes as presented.

II. Discussion/Information Items

a. Time Server Update

- Time Server has been installed and there have been no more issues.
- The Active Directory is in sync.
- The first Time server was installed at WSC, SSC 2nd floor Computer Room and the second one will probably be installed at West Campus Networking Room so that if a lightning strike or power outage occurs a backup would still be in place for emergencies.

b. Colleague Software Updates for 6/19/2015 production

Software Update	Software Title
SU015262	Colleague HR ACA Urgent Release
SU014634	EDX Update 2
SU012980	CORE and ST ILP Enhancements 4.2
SU012985	UT – ILP Enhancements 4.2

- the first software update on the list is in regards to the HR & Affordable Care Act, Terry will ask Dee Partin in HR if there will be any issues before

installation. It will be released on Friday into the test account for review, but it may need to be installed sooner.

- Terry will also check with Janet Barton because this update also could affect the tracking of deductions for Dependents. This may change the information on the W2 form for AC Employees.

- The new format has not been reviewed yet.

- The new W2 is supposed to actually list the Employee's Dependents on the form
- HR may need to check the list to make sure the information is current.

c. Portal Upgrade to 4.2

- Some of the updates listed above are related to Portal Upgrade 4.2 which will be substantially different than current one.

- The Portal upgrade will be done on a weekend by itself so that if there are any issues it will hopefully not affect the whole system.

- The Portal upgrade will be quite a bit different in how it displays to the users.

- The Portal upgrade may be done July 10th or 24th.

The IT Staff have never have been able to get a good Test Environment up and running, but this issue will be rectified next year, some things we currently can't test prior to installation.

- Some of the Summer classes will end on the 24th, the 10th may be a better date to do this installation.

- Eight week classes start today and end July 31, 2015.

- May need to review end dates for Summer I and II before the date of installation is confirmed.

- Terry would rather schedule this installation for a weekend by itself during the summer but if that does not work with class schedules ending or beginning installation may need to wait until the third week of September.

- Last version of 3 that was available to this one for integration for ILP and Portal has several differences.

- The Navigation and CTL Help screens are quite a bit different than current version.

- Heather Voran, Charles Hendrick, Mark Hanna and Brian Nixon will need to be a part of the discussion so they can be aware of the upcoming changes and ask any needed questions regarding issues that might occur upon installation.

III. New Business Items

IV. Updates and Announcements (All)

Summer II Classes will start on July 6, 2015.

- Regarding Workflow and Elevate with Ellucian – What is the plan?

- Currently awaiting response from Ann Veith with regards to recent questions.

- May need to conduct a Site Visit to review a school that does have this component now. Tyler Junior College is a Banner School. Some schools are at a higher evolution with Banner and some with Colleague.

-Elevate – what does it look like in the system – working to try and level the playing field. Think it could matter, better if reviewed a Colleague School that has it now.

-Transfer calls are still not working, Rita called Mike Ward to check and none of the lines are forwarded, not sure how to resolve this issue.

-Karen Craghead has some questions regarding address changes, she is currently have a problem with the spouse's information not being updated at the same time.

-Karen wanted to know if there was a way they could be linked if the connection is known by defining the relationship between the two persons. The old addresses are staying with the spouse and people that live in that house or location, these changes can affect the current and still active employees and donors. The changes are not somehow not being updated on all parties affected regarding addresses.

-Not going to flow over, some Continuing Education Registration there is not a method to check for updates regarding contact information.

-Is there a process to notify them that a change has been requested, currently the address has to be exactly as it has been submitted?

-Yes, No, gives you High School articulations, the High School equivalencies have not been completely gone through to be imported on transcripts. If they have questions, please put them in contact with Tim Hicks regarding credit proof for Tech Prep to show on degree audits so that Tech Prep to High School equivalencies will show on transcripts and evaluations.

-Megan had questions regarding Class Climate being used to evaluate employment. She wanted to know how this information would be updated in Colleague.

-Terry suggested that this would need to go through Dr. Vess' office before a decision could be confirmed on how this will be done.

Next Meetings

Monday, July 6, 2015 WSC, LIB 113 from 10:30am to 11:30am

Monday, August 3, 2015 WSC, LIB 113 from 10:30am to 11:30am

Members:

1. Terry Kleffman – Chair
2. Diane Brice – alternate Tina Babb
3. Karen Craghead – alternate Kay Campbell
4. Kim Davis – alternate Megan Eikner
5. Sharon Doggett
6. Sara Long – alternate Olga Kleffman
7. Kelly Prater - alternate Joy Connors
8. Carol Moore
9. Jason Norman – alternate Sammie Artho
10. Rita Wilson – alternate Maria Juarez
11. Ellen Patterson, Recording Secretary