ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, July 2, 2018
10:30-11:30 am
Byrd 103
Minutes

Members Present: Shane Hepler, Mia Forrester, Kelly Prater, and Ellen Patterson as Recording Secretary.

Guests and Alternate Members Present: Maria Juarez, Tiffany Oneal.

Members Absent: Terry Kleffman, Chairman, Diane Brice, Tiffani Crosley, Toni Gray, Jarrod Madden, Olga Kleffman, Ernesto Olmos, and Kay Taylor.

I. **Action Items**
   a. Approval of the Minutes from June 4, 2018 meeting. A motion was made by Tiffany Oneal and seconded by Maria Juarez by to approve the minutes as presented.

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

	Software Update	Software Title
		Ellucian Payment Gateway 1.7
		Colleague Self-Service 2.20
		Colleague UI 5.6
		WebAdvisor 3.2.3
	SU018785	Colleague Student Core Quality Release 2018-2
	SU018786	Colleague AR/CR Update 2018-2
	SU018812	Recruit term correction
	SU018822	Envision update in support of Colleague UI 5.6
	SU018823	Colleague update to support Colleague UI 5.6
	SU018870	Colleague Gainful Employment Quality Update 2018
	SU018872	Colleague California State Reporting Regulatory Updates 2018
	SU018877	Colleague HR Quality Release #2
	SU018891	Envision update in support of Colleague Web API 1.20
	SU018895	2018 Update to Colleague (2)
	SU018898	Colleague Finance 2018 Quality Update
	SU018904	2018 update to DAS (2)
	SU019024	Colleague Q2 2018 Texas TRS Quality Update
	SU019066	Colleague Texas Student Reporting Quality Update
	SU019070	Colleague Finance 2018 Quality Update

	SU019109	Several Pell related updates
	SU019138	Update in support of eTranscript
	SU019165	Colleague Connect2 2018.1.1
	SU019170	Update to RDGU processing issues
	SU019171	Update to EDQM processing issues
	SU018873	Colleague Texas TRS Critical Update

All updates listed above have been put into the folder for committee member access as needed. Almost all the updates listed above have come out within the last 7 days and have been loaded in the Test Account so Committee Members can review and discuss

Next Maintenance cycle they will be updated on July 20, 2018 starting at 1pm. Diane, Kristin and Maria will be out of the office that day. Payroll is the only deadline that day, so it will not affect the Preventative Maintenance as scheduled.

-Updates have been installed that will help with the logins and to help with issues that have been going on for a long time.
-There have been issues with finding courses, when a class is full it disappears off the page.
-The Message needs to change to say when the class is full and not rely on students or staff to look at the seating capacity because they will not look at it. IT Programming staff will look at the criteria and change the message.

-Continuing Education registration has been live and we have statistics that show at least ten times more online usage,
-The changes are driving people to really use the online forms.
-Google analytics is being used to validate the decisions being made and how the changes are helping the different departments and staff.
-The CE online form is really being used by more than just by AC Staff.
-The class schedule is starting to creep its way into the top ten AC sites being used.
-Before the changes you had to be a student to search our classes and now you don't.
-Currently Maria Juarez is working with Tommy Morrison to set it up with a prospect code for the Thrive

-Could we create a search for CE Classes by campus?
-You can filter it by campus and location already.
-It will list classes available at only those campuses.
-Waiting for a list for Amarillo ISD, College Relations need to change the color so it will be easier to see.
-They are making them do it all for Fall 2018 and in the future it will be due by June 30th.

b. Projects
Terry is working with Diane and Kristin without knowing what the release would affect before making any changes. Maria will talk with Diane and Kristin to see if there are any issues that should be handled prior to updates being installed.

One of the biggest things we are working on is the AEL applications to be online so it can be done easier and more efficiently.

Accutrack will be a check-in and check-out system and for Ernesto in Advising, and then in the Testing Center, we are not paying much for it now and the upgraded version will be about six times more expensive because we are not using all the components.

-We will end using Accutrack and write our own custom program that will be available to be used anywhere. This can even be used for peer attendance tracking if wanted.

-Currently this process has IT staff manually loading the data for over two hours every day.

-Soon we will write our own program and use it like we want to.

Last Tuesday, the Board approved the purchase of SoftDocs to replace ImageNow.

-We are moving to work with them and as soon as it is ready we will meeting with all the necessary departments once it is completed for unlimited users.

-The online forms will be available to be loaded on this program too.

-You can go into one screen and see the whole process in one area without waiting for it all to load and having to look in other places for verification.

-This new process will also allow for opportunities of less paper copies and manual processes.

The Board also approved the purchase of new hardware after the problems with Internet and document access after the last major Power Outage.

-There will be a with a four to six week lead time, when we know it is in and being built, we will have downtimes, may only be five to eight hours with plans for Friday afternoon to start and be done by midnight that night.

-If it does not come in until August we will do it on a Saturday instead. Hopefully it will all be in and done before the August meeting, it takes about two and half hours to shut down everything safely and then time to bring it back up, depends on the time for the electricians.

-From conversations with the electricians it looks like it will only take a few hours.

-Part of the reasons that this happened was because there was not air conditioning in the room it was located in, but now it has been moved to data room.

- The other part of the problem was the age of the equipment too.

The Board also approved Touchnet.

-Steve signed all the contracts last Friday

-It will take about eight or nine months to get it all switched over.

-AskAC will have actual pin pads everywhere that we can take payments on.

-Online payments will be converted from PayPal

-Now parents will be able to login and pay for their students.

-Multiple payment plans will be available too

-AC Foundation will be able to do their scholarships through this one program.

-This is an alternative to Eventbrite, for payment and head count on ticket sales.

-Eventbrite is a payment gateway only.

-Does 25Live have a payment gateway.

-We are underusing the scheduling software, they use to monitor and control the heat and air in the buildings.

-Anywhere that we have been struggling and taking payments currently will switch over this.

-First we have to get all the current stuff switched over and then we will work on what we never have been able to do before.

-It will change how we do stuff. It will take a lot of work but it will be worth it.

-Last fall Ask AC staff were on hand to pass out water and candy to keep everyone civil during the payment process.

        c. Other Updates-None

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

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

Next Meetings

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. Ina Fiel
12. Ellen Patterson, Recording Secretary