

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Tuesday, July 5, 2016****10:30-11:30 am****Byrd 103***Minutes*

Members Present: Terry Kleffman, Chair, Diane Brice, Sara Long, Jarrod Madden, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Guests and Alternates Present: None

Members Absent: Sharon Doggett, Toni Gray, Kristin McDonald-Willey, and Jason Norman.

I. Action Items

- a. Approval of the Minutes from June 6, 2016 Meeting. A motion was made by Kay Taylor and seconded by Sara Long to approved the minutes as presented.

II. Discussion/Information Items**a. Colleague Software Updates pending installation**

Only a few pending updates, just released an update on Financial Aid, they were just printed out this morning so there has not been time to review. Regarding Financial Aid, they did a new release and it will treat all classes as developmental work, they are working on resolving this issue, should be out by the end of next week.

Software Update	Software Title
SU016627	Colleague Infrastructure changes to suppose Advise 1.4
SU016562	2016 Colleague Infrastructure Enhancements
SU015842	2017/2018 FAFSA Processing
SU015463	Colleague AR Collections Reporting
SU016706	Colleague System Management General

b. Projects

- **Corner Stone**-Job descriptions are in the process of being rewritten with guidelines specified in last Supervisor's Meeting.
- **Self-Service Financial Aid**-The print-out with information requested for upcoming installation of this program were given to Kelly Prater for review.

- **Self-Service Student Planning**- Non-Technical part is moving forward with Student Planning cycles on the classes. The student programs that are similar so that information could be populated as part of pre-registration for spring 2017 classes.
- **Civitas** – more data files have been added for the degree plans and mapping alum for advisors.
- **Student Work-Flow** place holders so you know they are there after self-service is up and going we will look at it
- **Unidata – Database Upgrade**-Tim is working on this and it has to be done before the end of December 2016.
- **Retention Policy Manager** - Tommy says he is ready to come to each station and go through – assign the retention date based on when it was put into the system. Financial Aid has a lot of really old current + five prior years’ internal policy is five years – 10 years of stuff that could be cleaned out
- **Affordable Care Act** – they did send a test file and it was accepted, after it is sent you have to call and physically talk to someone to send it to production, the earliest for being changed to production is Thursday.
- **Paperless initiative** – route the forms through email as needed. They still can print the forms, but the form will be routed through email for electronic approvals – you would fill it out, forms are built in the software- we do not have the software we were just discussing it, could put the retention date on it and put it in image now and would anyone have access to the form for submission – maybe there would be someone designated in the department or IT to handle the storage of the forms for access at a later date if needed.

Updates on 15th of July or 22nd, Terry will be out of town all next week at Blackboard World Conference.

Kristin – will be removed from the committee due to change in position and a replacement will need to be added from Dr. Vess’ area.

III. New Business Items -None

IV. Updates and Announcements (All) – None

Next Meetings

August 1, 2016, WSC, BYRD 103 Conference Room, 10:30am to 11:30am

September 6, 2016, WSC, BYRD 103 Conference Room, 10:30am to 11:30am

October 3, 2016, WSC, BYRD 103 Conference Room, 10:30am to 11:30am

November 7, 2016, WSC, BYRD 103 Conference Room, 10:30am to 11:30am

December 5, 2016, WSC, BYRD 103 Conference Room, 10:30am to 11:30am

Members:

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. Jason Norman – alternate Ernesto Olmos
8. Kelly Prater – alternate Gail Hutson
9. Kay Taylor – alternate Ina Fiel
10. Ellen Patterson, Recording Secretary