

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, July 6, 2015

10:30-11:30 am

Library 113

Minutes

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

Alternate Members or Guests Present: Lee M. Colaw, Megan Eikner, Maria Juarez, and Olga Kleffman.

Members Absent: Karen Craghead, Kelly Prater, Jason Norman.

I. Action Items

- a. Approval of the Minutes from June 8, 2015 Meeting.
Not enough members were in attendance to vote on approval of the minutes, so this will Agenda Items be moved to next meeting.

II. Discussion/Information Items

a. SRCUG – Update

SRCUG will be held at Amarillo College, October 7-9, 2015.

There will be two days of pre-training before the event and Amarillo College employees will have 7 seats reserved to attend.

The Members of the Administrative Committee of Technology and Lee M. Colaw will designate who those 7 people will be for the pre-training.

There will be no cost to the AC Employees that attend this meeting.

SRCUG has 8 seats available to outside AC Employees if they do not show up.

At the next ACT meeting we will ask for volunteers to attend this event.

All the sessions except for one is overly reserved for training.

It is unrealistic to put all ITS Staff, the ACT Members may want someone from Human Resources, four classes of 7 people. SRCUG gets 8 and if they do not show we will put more AC people in the pretraining.

The Ellucian training costs are the same amount we would have paid for AC Staff to go in the past, it is a better return on investment to have this training hosted at AC.

The training will be full courses with Ellucian and Class Climate being hosted at AC.

Along with training curriculum a list of attendees will be discussed at next ACT

Meeting. There is always a possibility of someone saying they want to attend but are not able to be there at the last minute. One Tech class may be heavily dominated with ITS Staff. This is a good opportunity, whoever goes one day has to go the second day too.

There will be free food, free drawings, right now we are giving away two computers for free. There is no cost to attend, go ahead and register now, you may not just be in a class, you may be helping to run the class. Diane Brice may want staff to attend from the Registrar or Finance Office, the Business Office may want to have a Budget Pooling class, Office Visit, etc.

There is a lot of benefits to hanging out and seeing how another school does the tasks as needed. We will start working on laying out the committees and members, but now we just need to talk and see what the offices think about this upcoming event and their ideas for classes along with names of persons who should attend. After only one week's notification of event by email, 39 people have already signed up to attend.

For the TACCCIO (Texas Association of Community Colleges CIO) 20 people are signed up to attend too.

ACT Members will decide on who should attend the pre-training classes.

Did everyone receive and invite that was sent out last week?

Another email will be sent out this week and whoever was missed in the first one should receive an invitation or notification round of emails sent.

b. Database Upgrade

This is part of the plan for this fall

Database Upgrade from 7.2 to 7.3 should not be a big deal as it is a point release. Tim will need to take down the test environment and update all the Tests to do it. This is not critical at this time, but has to be completed by the end of this calendar year.

c. Colleague Software Updates scheduled for 7/17/2015 production installation

Software Update	Software Title
SU015163	Colleague Gainful Employment 2015 – Update
SU014791	Colleague Infrastructure Changes to Support Pilot 1.1
SU015315	Update to workflow for SU012980
SU015260	Registration updates for issue SU62839.81
SU015164	Envision Update in Support of Web Advisor
SU014580	Colleague Finance Financial Reporting Export FTP processes
SU015086	Envision Update in Support of Colleague Web API 1.8
SU014798	Colleague Finance A/R – Self Service Update
SU014639	Colleague Update to Support Elevate
SU012980	CORE and ST ILP Enhancements 4.2
SU012985	UT – ILP Enhancements 4.2

The list of current updates pending in the Test and Production Account as listed above. \

The Gainful Employment has a 36 minute video demo. AC has become frustrated with waiting for Ellucian to do some of the reporting updates we have to do through Financial Aid. This update has to do with completion of programs. How much loan money did the students take out? This is the Governments way of cracking down on all the schools giving out so much money for Financial Aid and not paying it back.

ILP Enhancement – will go in the same time when the Portal Upgrade takes place. IT is in the process of ordering some equipment that will let us finish out the testing and upgrade on the Portal. There is a piece in the pie that we need to replace the technology in for load balancing and TMG. Ellucian is discontinuing support of the TMG product and Ellucian says you are on your own. We will pick a weekend for the update, either the second or fourth Friday so that we will know that nothing else will be affected.

d. Portal Upgrade to 4.2

Equipment is being ordered that will help us have this fixed.

The ITS Staff would like to start preventative maintenance at 1pm on July 17, 2015. Is there anything much going on with Registration and Enrollment? Last time it was conflicting with a payment due date. This should not be a problem because reminders will be sent out letting them know it is due by Noon.

Can we post now that the system may be down? And not wait until that week or right before it happens.

After this week, Terry will be out for two weeks and Lee will be out for a week too.

Rita is out of the office the rest of July so she will not lose vacation before the deadline.

Self-Service, can we turn that on the 17th? It is mostly cosmetic, it has been operational but deactivated. We had to move the Credit Bureau balances to another receivable that is not eligible for on-line payments.

III. New Business Items

IV. Updates and Announcements (All)

When do we need to make the decision on who will attend the pretraining. If this is discussed at the August 3, 2015 Meeting, we will have plenty of time then.

Can we make recommendations of who we want to attend if they don't stand up and say they don't want to go? Training will be held at Washington Street Campus, in the Byrd Building on the fourth floor. We need to have a list of the persons and what training they should attend. We can discuss at the next meeting, and remember don't leave out the Foundation, it would be better to have a broad area of attendees from many different departments. I would be willing to pull out ITS Staff users to let the users from different departments go and benefit. Is there a way to set it up so the classes do not overlap? No as the training is being offered on the days before the conference and Ellucian staff are scheduled for the days prior to the conference sessions.

Training on Scantron Class Climate, the head of this company will be at the meeting, he knows assessment, development, and is one of the top in the nation. Kristen McDonald-Willey, Melodie Graves, and Jarrod Madden already have said they want to attend. The Academics will have some of their people attend too. We have a Class Climate site license, anyone can use it, automatic results within minutes after the survey is completed. These surveys can be used for 10 to 20 people, yes or no questions, this takes about 5 minutes of training, the sales representative will help people actually lay out their surveys and show you how to ask the right questions.

This is really going to be a fun session and event too, not all work.

SRCUG will be the first group to use the new Ordway Auditorium with renovations and remodeling that will be done this summer and fall.

Next Meetings

Tuesday, September 8, 2015

Monday, October 5, 2015

Monday, November 2, 2015

Monday, December 7, 2015

Members:

1. Terry Kleffman – Chair
2. Janet Barton
3. Diane Brice – alternate Maria Juarez
4. Melanie Castro – alternate Jarrod Madden
5. Karen Craghead
6. Toni Gray – alternate Megan Eikner
7. Sharon Doggett
8. Sara Long – alternate Olga Kleffman
9. Kristen McDonald-Willey
10. Kelly Prater - alternate Joy Connors
11. Jason Norman – alternate Ernesto Olmos
12. Ellen Patterson, Recording Secretary