

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, August 1, 2016****10:30-11:30 am****Byrd 103***Minutes*

Members Present: Terry Kleffman, Chair, Diane Brice, Sharon Doggett, Toni Gray, Jarrod Madden, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Alternate & Guests Present: Sarah Bruce, Tim Hicks, Maria Juarez, and Olga Kleffman.

Members Absent: Sara Long and Jason Norman.

I. Action Items

- a. Approval of the Minutes from July 5, 2016 Meeting. A motion was made by Kay Taylor and seconded by Kelly Prater to accept the minutes as presented.

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

| Software Update | Software Title |
|-----------------|------------------------------------|
| SU016644 | Colleague Texas Student Regulatory |
| | |

b. Projects

- **Corner Stone**-Sarah Bruce and Ina Fiel have been in training classes setting up the information so that it can be rolled out by September 15, 2016. The rollout will just be to allow everyone access to the site and see how to find the different available information. The job descriptions are still in the process of being reviewed before they will be put into Ellucian.
- **Self-Service Financial Aid**-meeting will be held afterwards to discuss updates and next plan of action for implementation of software.
- **Self-Service Student Planning**-This software was purchased with Grant funds so it has to be operational by September 2016. A meeting will be held afterwards to discuss updates and next plan of action for implementation of software.
- **Civitas**-pending items from vendor that are due before end of calendar year in December 2016.
- **Student Work-Flow**-meeting will be held afterwards to discuss updates and next plan of action for implementation of software.
- **Unidata – Database Upgrade**-this will need to be completed by the end of this calendar year in December.

- **Retention Policy Manager**-Tommy Morrison has been working with the different departments to see which documents are already past required state deadlines and ready for deletion. Policy Manager will be ran so a list can be given to supervisors so they can review and sign off before the documents are deleted.
- **Paperless initiative**-may not have time to implement until after the end of December. One of the products we are will reviewing allows students to submit documents online, with digital signatures and it will fill in the information about the person and also have an electronic signature component.

III. New Business Items

SRCUG – McLennan Community College – Waco, TX, October 20-21, 2016.

The SRCUG Registration site is available for registration of \$50.00 plus travel expenses. IT in the past has offered to pay for the rental of a van from Physical Plant and gas. Waco is a 7-8-hour drive and this is certainly an option to flying to Dallas and renting separate cars, depending on the Travel Budget funds for 2017. Terry will probably want to send someone from IT, depending on how quickly Janine's position can be refilled and how many others from different departments that would like to attend too.

IV. Updates and Announcements (All)

It was requested a list of projects that IT Staff are currently working on at the next meeting so they could be discussed and prioritized for completion.

A Directive was discussed to update the student schedule and planning; formats will need to be changed before it can be printed. Currently students are showing up for Monday classes that start later in the year. This can be restructured so the students can tell when the classes are starting. Once the class is over and the grades are posted the classes will no longer be available.

During Badger Boot Camp, along with a statement from Accounts Receivable Student Finances, the student's schedules will be printed and the students can register themselves. Currently it is next to impossible with the block schedule, they can't find the classes they need. Most students have to come to AC to register. All of June and July had long lines in Registration because so many courses have been cross-linked. One of the suggestions on how to fix this issue would be to not cross link all those courses, maybe the Student Planning software will help with that and it will show up in calendar format.

Next Meetings

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. Tiffani Crosley
4. Toni Gray – alternate Tiffany O’Neal
5. 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