

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, August 5, 2019

10:30-11:30 am

Byrd 103

Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Olga Kleffman, Ernesto Olmos, and Ellen Patterson as Recording Secretary.

Alternate & Guests Present: Tiffany Oneal and Collin Witherspoon.

Members Absent: Tiffani Crosley, Toni Gray, Jarrod Madden, Kelly Steelman, and Ina Fiel.

I. Action Items

- a. Approval of the Minutes from July 1, 2019 Meeting. A motion was made by Mia Forrester and seconded by Diane Brice to approve the minutes as presented.

II. Discussion/Information Items

a. Colleague Updates – Pending Installation in Live

	Software Update	Software Title
	SU020911	Texas – FA Report Update
	SU020896	Envision run-time update for SaaS Environments
	SU020895	Update to ELF
	SU020882	Student and Core update -
	SU020800	National Student Clearinghouse update
	SU020768	ELF for SaaS update
	SU020747	Student – Texas Reporting -
	SU020912	Tax Tables Update – Idaho
	SU020787	Touchnet 2019 Q2 Release – Colleague Connect 2 7.6.0.0.2
	SU020733	HR Payroll Update for Overtime
	SU020644	HR Direct Deposits Update
	SU020571	HR W2 Corrections processing
	SU019149	HR Direct Deposits Update

- Collin Witherspoon was requesting to know if the Texas State Reporting was different for ethnic and races tracking because they had an issue on one of the CV reports, the second update was to fix the problems with the previous update.
- With the exception of five of the updates all were installed on July 26, 2019 (highlighted in yellow above) during regular preventative maintenance.
- There are no critical updates on the list. Minor changes on direct deposits. We will put them in during the next monthly maintenance.
- We may not take the system down in August unless one of the updates has to be put in before September.

- All of the updates with their information is available in the directory online for reviewing.
- Not a lot of significant changes, biggest thing is to get with Touchnet, they are updating their version numbers so it reflects the current version within it.
- Texas State Reporting there have been some issues with the first time in college being noted correctly, but would have to check with Kristin, there may be some adjustments that they are making, the students may have received degrees somewhere else but it is their first time with Amarillo College.

Questions and Comments regarding Banner

- Kristin and Maria came back from summer TACRO meeting and stated that at the meeting several colleges are moving away from Colleague and she is wondering why they are doing that.
- Dallas is one of the ones looking at leaving Colleague
- We have not looked at moving away from Colleague, we went through several learning management systems.
- We had Angel and then we moved to Blackboard because Angel was bought by Blackboard.
- There was a discussion on the impact of moving from Colleague. I think it would be worse than the prior migration, we have a lot of integrations with external entities since 1999 that did not exist then.
- I can't see Banner going away, four times as many schools use Banner as Colleague.
- Ellucian may merge Colleague and Banner into a single product, but not end it completely.
- Banner is designed for a larger scale with more students and employees at bigger colleges and universities.

Touchnet

- AC Foundation and CE are using Touchnet, occasionally Tiffany will have a call if there are any issues.
- Recurring payments for the AC Foundation is not working at this time.
- Touchnet says it cannot work with the current credit card machines.
- Ellucian has a document about automatic payments having issues too.
- The way we could set up foundation is with Market Store if we had our own custom app that has the ability to do recurring transactions.
- The quickest way to resolve this issue is to have the Market Store on the Touchnet side.
- Touchnet does not work with the current process needed for AC Foundation donations.
- There is not a time line of when it will be fixed.
- We do not have a large amount of transactions on the recurring donations at this time.
- Touchnet looks good on the Business Office end.
- Reconciliations are going good too.

b. Projects Update

WSC WARE Basement is starting to wrap up so we will be buried in that the next few weeks, the outside entry way is being worked on now.

- They are waiting on the lift from Canada to finish the outside entry way.
- We will start putting stuff down there after all the furniture is delivered next week, we can start setting up the PC's and everything else.
- It is a combination of many things, study area, lab, and classroom spaces, 8 different rooms you can schedule or students can go in and work on homework in groups, 2 rows of 20 and then Macs too, vending machines, print stations, and the front counter where you check in and out equipment if needed by students.
- It can be one large room or two smaller rooms. 60 seats with 60 devices if needed.
- Projectors in the rooms too, one podium can control both sides.
- The back wall will have white boards, screens, and be magnetic too.
- A lot of devices will be available in the basement for students and faculty use.
- 190 computers that will be disbursed throughout, production rooms, students, faculty, and staff can film a speech, there will be ongoing classes, and transparent white boards to project to screens.
- It has some pretty cool things there too.
- eSports will not be located in the basement, they would not be able to dedicate a space to it.
- CIS engineering students, all their software will be installed on the computers in the basement.
- A couple of rooms on the back of Parcels Hall is where we are looking at putting eSports.
- The labs that are open today are staying open.
- Tamara worked at the beginning of last year, we consolidated the labs they were underutilized and took out the computers that were out of date.
- The goal for now is have CIS labs open, but they will have them open during the day but the basement will be open later in the evenings.
- The CIS labs will be locked when FMC locks the doors on a normal basis.
- If we find some labs that are no longer being used, we will review and see how they are being used after the basement is up and running.
- We will have to analyze and see how the basement is being used.

Colleague Migration

- Terry will start working with their manager on a daily basis.
- We have an idea of what we have to do, but they will lay out what we need to do per their plans.

- We will need to meet with all the departments for the next year.
- They tell you between 18 months to 2 years, some of that work we have taken care of ourselves.
- We hope we have made some decent headway, but once we meet with them we will know how much still needs to be done.

CRM is still going to be going on for the next year.

- We are implementing one for sure.

Bond Projects

- We are still in the progress of figuring out which bond projects will be prioritized to be done first.
- The upfront ones are aesthetics, parking lots, air conditioning.

GoTrac

- We have a couple things left with the GoTrac
- We are converting Student Life this week.
- Writer's corner is on it too.
- We added more features to track faculty and students.
- We just found out last week that Student Life was using GoTrac, that is why we had not done it previously.
- Tommy DeJesus made several trips to East Campus, Moore County and Hereford.
- We will find out if we have missed any departments when we shut down the server at the end of August.
- We will pull all of the data out of the Accutrack server first, we will only turn off the front end so it can no longer be used.
- Advising, Financial Aid, Tutoring, Basement, ARC, Student Life, everything is all going to be done through GoTrac.
- A lot of the other departments were having to manually enter in their information for each student.

Wi-Fi

- Last summer it worked really well out there, so this year, we had to move closer to the building.
- Outside of the Palace there are outside antennas and will work better in the middle of the mall.
- Part of the Bond projects is to get better coverage throughout the campuses.
- There are not really any externals on the Washington Street campus except the court area.
- You will catch some bleed over from Durrett and SSC, there will be dead spots.
- So if they are using GoTrac you can set it up in the middle of the mall and it will work better by the WARE or outside CUB.

- That is part of the assessment, they walked around the campuses to see how many dead spots.
- If you have a broad signal you can have people living in apartments and houses using the signal.
- No priorities have been set except for the property changes.
- Easy wins didn't require doing bids, some had to be done by a certain time to meet.
- We can't open the basement until the parking lot had been updated.

A monthly Preventative Maintenance will not be done for August, unless we just add those HR updates.

The next Preventative Maintenance is scheduled for September 20, 2019

- a normal third Friday, unless there is a reason not to do it.
- We found out at the end of last week, we have to do an update for a patch to update firmware, we will have to shut down everything and it will be down for 4 or 5 hours for us to take down the SAN and update it then.
- We will not do it during the day, too many faculty have their tests due on Friday nights.
- Tamara has asked the faculty to not have tests due on Friday that is because of regularly scheduled maintenance is going on at the same time. October 25th is the fall break.
- The goal is to be back up Friday night, but it may be late.
- October 25th is the date we will shoot for, and let everyone know to be prepared and make sure Hewlett Packard can do it that night.
- We would start at 5 or 5:30pm it will take about ½ to 1 to get all the systems shut down and then we will do the maintenance for four or five hours and then bring back up the system.

A comment was made by one of the members in attendance that they like the IT Website. Shane said there has been a lot of work done to make it more user friendly but that not many people look at it.

III. New Business Items – None

IV. Updates and Announcements (All) – None

Next Meetings

Monday, September 9, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, October 7, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, November 4, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am

Monday, December 2, 2019, 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 Steelman – alternate Gail Hutson
11. Ina Fiel
12. Ellen Patterson, Recording Secretary