

ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**Monday, August 6, 2018****10:30-11:30 am****Byrd 103***Minutes*

Members Present: Terry Kleffman, Chairman, Mia Forrester, Shane Hepler, Olga Kleffman, Jarrod Madden, and Ellen Patterson as Recording Secretary.

Guests and Alternate Members Present: Kristen McDonald-Willey and Tiffany Oneal.

Members Absent: Diane Brice, Tiffani Crosley, Toni Gray, Ernesto Olmos, Kelly Steelman, and Ina Fiel.

I. Action Items

- a. Approval of the Minutes from July 2, 2018 Meeting. A motion was made by Mia Forrester and seconded by Tiffany Oneal to approve as amended with Olga Kleffman being added as absent.

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

	Software Update	Software Title
		Ellucian Payment Gateway 1.7
	SU019355	Texas Student Critical Update
	SU019567	California STRS Critical Update
	SU019354	Envision Update
	SU018895	2018 Update to Colleague – E-Commerce

Normally we do not do updates in August because of payment deadlines, but a small maintenance prevention will be done on Friday, August 24th, 2018 at 5pm.

b. Projects

TouchNet-Terry will need to collect a list of other payment places

Soft Docs- still in progress of preparing for switch over from ImageNow.

The UPS equipment will be arriving next week so it will probably will need to be installed on a Saturday. All items may not arrive before August 24th. The data center will be down for late on Friday or Saturday for about five or six hours at a time. Discussion of when possible down times for UPS:

- The employees in the Bookstore, Registrar and Financial Aid may be in the office later than usual, the week after school starts on August 20, 2018.
- Shane would like to plan and may be able to install on September 7 & 8, 2018.
- That Friday is the Fall General Assembly on September 7, 2018 at the Amarillo Civic Center. AC Downtown Campus will have an event until 5pm that day with presentations.
- ACT will have another meeting on September 4th where more details can be discussed then. Some of the parts have shipped and arrived, others are not here yet.

Greenhouse is up and running from an IT prospective

Community Link is being completed within the next week.

West Campus Building A is just waiting on orders to arrive.

Cornerstone Recruiting Site has come out, applications may only be for a week longer then we move to online for 310 forms

Starting the Colleague migration tasks, scanning all the data and getting ready to switch to sequel server next year

Planning and prepping for switch to Outlook Server 2016

ADA compliance built in for blackboard for disability services and it will make that a little nicer

c. Other Updates

- **Programming Services Update**

III. New Business Items - None

IV. Updates and Announcements (All) – None

Next Meetings

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 Steelman – alternate Gail Hutson
11. Ina Fiel
12. Ellen Patterson, Recording Secretary