

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, September 10, 2012**

**10:30-11:30 am**

**LIB 113**

*Minutes*

**Members Present:** Terry Kleffman, Chair, Tina Babb, Olga Bustos, Kay Campbell, Joy Connors, Karen Craghead, Kim Davis, Sara Long, Jarrod Madden, Kay Mooney, Jason Norman, and Ellen Patterson as Recording Secretary.

**Members Absent:** Diane Brice, Kara Larkan-Skinner, Carol Moore, Theresa Rider, John Salazar, Brenda Warren, Rita Wilson.

**Guests Present:** Jarrod Madden

**I. Action Items**

- a. Approval of the Minutes from July 2, 2012 Meeting. A motion was made by Jason Norman and seconded by Kim Davis to pass the minutes as presented.

**II. Discussion/Information Items**

**a. Colleague Advancement**

- The “Go Live” and integration from Sage to Colleague Advancement has been moved back to week of September 23, 2012 during the monthly ITS Prevention, because access to WebAdvisor and Datatel will need to be down from Friday thru Sunday.
- During the integration process the ITS Programming staff will try to make sure and not generate duplicate records.
- During the scheduled down-time in September the data will be imported into Colleague Advancement for the AC Foundation information that was previously entered on Sage program.

**b. Web Self-Service Applications**

- is live but not available to students as of yet it is available for only the Accounts Receivable.
- when this program is live the users (employees) will have access to see the same screens and information as what the student is seeing when using Web Advisor.
- this access will go live during the September 21 monthly preventative maintenance too.
- most of the Business and AskAC department currently have access to SFAV now but students do not as of yet.
- Ellucian is supposed to release another update this fall for the Registration Self-Service Application but may not be ready for use until February of 2013.
- Ellucian currently plans for all current Web Advisor processes to be re-written in the Self-Service application format.

**c. Colleague Software Updates**

- Currently everyone has access to lookup updates – It was asked if Karen Craghead and Kay Campbell have access to see this information too?
- The following updates will be live after September 21 Monthly Preventative Maintenance:
- Colleague Portal Release 3.3/ILP3.3 – Colleague Advancement
- Colleague Portal Release 3.3/ILP3.3-En
- Projects Accounting Enhancements
- Student Registration/Waitlist Critical Updates
- Recruiter Analytics 1.0 Release
- Allow multi-application access once DPUI
- Student Registration Critical Update
- Database Migration: 2012 Maintenance Release
- NSC 2012 Maintenance
- FA: 2012 FA Enhancements Software Update
- Deposit Enhancements

**III. New Business Items**

**a. Blackboard Connect**

- Amarillo College will be going from School Messenger to Blackboard Connect for their Emergency Notification System that will contact faculty, staff and students of emergencies by email, voice and text.
- This is a standalone system that works with Blackboard.
- Amarillo College is required to clear information on an annual basis for individuals that have opted out of receiving notifications.
- A Test message will be sent on Wednesday to all AC Faculty, staff and students.
- AskAC may get a lot of calls regarding these messages between the end of September and the first part of October.
- How long will Angel still be available?
- In Fall 2013 AC will change over to Blackboard

**b. Colleague Portal**

- This will be worked on during the next few months
- A name will need to be decided upon before implementation
- AC is looking at implementation with a prerequisite to integrate Colleague to Blackboard so that two way information will be available during and after the process goes live. This will enhance information for Retention Alert and for posting of final grades.

**c. Integration Colleague and Blackboard**

- the Beta group for Integration will start in October
- we will receive the software and start working on the integration process then.

**IV. Updates and Announcements (All)**

John Salazar wanted to make an announcement that the new ID cards would be arriving within the next few weeks. An email will be sent out to all Faculty, Staff and Students to come and update their ID badges.

Also, the Assistance Center has new hours; they are now available from 7:30am to 6:00pm Monday thru Friday.

The Assistance Center will also be open from 8:00am to 4:30pm during Christmas Break.

The Assistant Center will be open from 7:30am to 5:00pm Monday thru Thursday and then 7:30am to 12:00pm during Summer Hours.

**Next Meetings**

Monday, October 8, 2012 at WSC, LIB 113, 10:30am to 11:30am

**Members:**

1. Terry Kleffman – Chair
2. Tina Babb alternate for Diane Brice
3. Diane Brice
4. Olga Bustos
5. Kay Campbell
6. Karen Craghead
7. Kim Davis
8. Kara Larkan-Skinner
9. Sara Long
10. Kay Mooney alternate Joy Connors
11. Carol Moore
12. Jason Norman
13. Theresa Rider
14. John Salazar
15. Brenda Waren
16. Ellen Patterson, Recording Secretary