ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, September 5, 2017
10:30-11:30 am
Byrd 103
Minutes

Members in Attendance: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Olga Kleffman, Jarrod Madden, Kelly Prater, Kay Taylor, and Ellen Patterson as Recording Secretary.

Guests and Alternates in attendance: Maria Juarez, Tiffany Oneal.

Members Absent: Tiffani Crosley, Toni Gray, and Ernesto Olmos.

I.   **Action Items**
   a. Approval of the Minutes from June 26, 2017 Meeting. A motion was made by Kelly Prater and seconded by Olga Kleffman to approve the minutes as presented.
   b. July and August Meetings were cancelled due to other commitments and low attendance.

II.   **Discussion/Information Items**
   a. **Colleague Updates -** Pending

	Software Update	Software Title
	SU018216	Update to LDAP Integration (UT)
	SU018193	Update to LDAP integration (CORE)
	SU018188	Colleague Tax Tables – Maine
	SU017883	2017 update to Envision Runtime
	SU017882	Change to Support Colleague SaaS model
	SU018150	2017 Critical Year Round Pell Update
	SU018145	Colleague Texas State Reporting CB 2017 Critical Update
	SU018123	Colleague Tax Table Updates for Idaho 2017
	SU018020	Updates in Support of 2017 Year-Round Pell Regulations
	SU017841	Colleague Gainful Employment Quality Update 2017
	SU018099	Colleague Tax Table Updates for Kansas/Illinois 2017

Recently the updates for FA Link was installed the day before students could charge books for the fall 2017. The Test account was recently redone so it should be ready for users to access and review.

The other updates are Tax Tables for other states and support of Colleague as a model that runs in the cloud, Year-Round Pell and Gainful Employment.

b. Projects

- Student Work-Flow – a meeting has been scheduled for this afternoon, to begin deployment and then testing the application for admission. After this week they should be ready. The Registrar's Office had hoped to do two work-flows, but were only able to do one, because it was more complicated than originally planned. The Continuing Education Application is in the process of testing and be ready for rollout soon too.

c. Other Project Updates

- Programming Services – redoing CE, Foundation Donations, Cornerstone, pay raises so they can be exported out. That is what they are working on now.
- Tommy Morrison is almost done with getting everyone trained with new U.I. 5, working with AskAC, Financial Aid was very busy during August, everyone is on the old version still. They are slowed down now, so it would be a good time to train.
- AskAC said it was taking a really long time to load the pages, so they are still using the old version due to time constraints. Might be easier to start off in slower times and get used to it.
- New version of U.I.5 that may or may not help with the loading speed and use. The new UI 5 is a Web Page so some aspects are not as controllable.
- We have to upgrade ImageNow soon too to a new version. Having issues with getting support as the company is in transition from their recent acquisition.
- We are still having posting errors from the AR Payments issues form late August. Some have been fixed but we still cannot post to the general ledger and it is preventing moving forward with year-end audit reports. The ticket keeps getting escalated at the support center, can we call them again? They keep up grading the ticket but it has not been resolved yet. How would we fix the issue ourselves? We would have to research each error on a case by case basis, we know what caused the issue and have stopped any new errors from occurring. The ones with Financial Aid have been fixed by Tim using the Ellucian utility setup for fixing FA transmittals. Ultimately it goes back to payment types. There is not a whole lot but it will cause issues during closing. This will be a continuing problem for those students because they cannot make schedule changes until this has been resolved. AR, AP and GL, just keeps going until this issue is resolved.
- Have any other schools had this issue that use this same software: Fix the tables that have grown too large, that is why we had to do maintenance on last Tuesday. Errors currently exists on 80 students caused over 400 errors throughout the system.
- Admission application will be rolled out next week, Thursday, September 14th. We probably will not be ready until October for the big rollout. Concerned about FA release, phone calls, a week after Financial Aid sends out the checks which should have all been mailed out last Friday. Still doing Dual Credit Registration, some did not start until 28th and some did not start until today.

III. **New Business Items** - None

IV. **Updates and Announcements (All)** – None

Next Meetings
Monday, October 5, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, November 6, 2017, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, December 4, 2017, 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 O'Neal
6. Shane Hepler
7. Olga Kleffman
8. Jarrod Madden
9. Ernesto Olmos
10. Kelly Prater – alternate Gail Hutson
11. Kay Taylor – alternate Ina Fiel
12. Ellen Patterson, Recording Secretary