

## ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING

Monday, September 8, 2014

10:30-11:30 am

Library 113

*Minutes*

**Members Present:** Tim Hicks chaired the meeting since Terry Kleffman was unavailable to attend, Diane Brice, Karen Craghead, Kim David, Sara Long, Kelly Prater, Carol Moore, and Ellen Patterson as Recording Secretary.

**Members Absent:** Sharon Doggett, Terry Kleffman, Jason Norman, John Salazar, and Brenda Waren

**Guests or Alternate Members Present:** Tina Babb, Jarrod Madden, and Rita Wilson.

### I. Action Items

- a. Approval of the Minutes from August 4, 2014 Meeting. A Motion was made by Kim Davis and seconded by Sara Long to approve the minutes as presented.

### II. Discussion/Information Items

#### a. **Blackboard / AC Connect update**

-Janine Goode and Tommy Morrison have been working with Blackboard through conference calls recently and have made some headway in being able to now submit student data three times a day for accessibility of this information.

#### b. **Colleague software updates**

Software Update	Software Title
SU013692	Colleague Regulatory 2014 Generator - Envision
SU013344	TXST 2014 Maintenance Bundle
SU013339	Colleague Regulatory – 2014 NSC
SU012726	Colleague HR Affordable Care Act
SU012875	2014 Financial Aid Enhancements
SU013450	Colleague Regulatory – California State Reports
SU012931	California State Reporting
SU013526	NSC: Update to correct SITX
SU012561	AR Updates related to Student Finance
SU012870	Envision updated in support of Colleague Web API 1.5
SU012722	Colleague update to support Colleague Web API 1.5
SU013343	Colleague Regulatory - TXHR

	SU012745	Envision update to support Ellucian SAML
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- All the software updates have been submitted to the Test Account.
- How do we see what has changed since the update was installed?
  - Put in the software update number and then you will be able to see all the documentation for each one since it was installed
- The first five software updates were just installed into the Test Account last Thursday or Friday.
- Ellucian UI Live is currently on version 4.4 and will be changing to 4.5 soon.
- All of the software updates have been loaded into accounts and the others will be done on September 19, 2014 during the next scheduled monthly preventative maintenance process.
- The Datatel Page will change as of Monday, September 22, 2014 after preventative maintenance is complete: Right now the signon page says Datatel Colleague in Yellow and gray, after Monday it will be in Purple and White and say Colleague by Ellucian.
- The Jaws software is used to help the disable and hearing impaired students.

#### c. IT equipment upgrade

- IT Staff has been moving all the data from the EVA Server to the new 3 Par System
- Data for Business Objects and Exchange will be moved on September 19, 2014
- after the data has been moved it will allow for email and reports to be done faster and also allow for more room in Email storage, currently everyone has 2GB after the move everyone will have 4GB per user.
- No test for Colleague – Tim will be send access information to Sara Long.

#### d. Other projects

- The Card Swipe Pilot Program to track student attendance is still being tested.
- Currently Janine Goode is manually sending information several times a day through a secure login.
- Hopefully soon this process will be able to be done automatically instead of manually.
- What about students not registered in those classes?
- How often is this information sent? Daily? Weekly?
- It was asked regarding the telephone lines – Why do they keep rebooting though the desktop? It was noticed over the weekend that this occurred over the weekend. Tim will check with Mike Ward and let him know to notify the AskAC staff so they can be prepared for slow service or possible problems.
- Tim Hicks said that someone had been at AC recently but was not sure what was repaired or worked on at that time.

### III. New Business Items -None

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

#### Next Meetings

Monday, October 6, 2014 WSC, LIB 113 from 10:30am to 11:30am  
 Monday, November 3, 2014 WSC, LIB 113 from 10:30am to 11:30am  
 Monday, December 1, 2014 WSC, LIB 113 from 10:30am to 11:30am

**Members:**

1. Terry Kleffman – Chair
2. Diane Brice – alternate Tina Babb
3. Karen Craghead – alternate Kay Campbell
4. Kim Davis
5. Sharon Doggett
6. Sara Long – alternate Olga Bustos
7. Kelly Prater - alternate Joy Connors
8. Carol Moore
9. Jason Norman – alternate Sammie Artho
10. John Salazar – alternate Rita Wilson
11. Brenda Waren
12. Ellen Patterson, Recording Secretary