

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, September 8, 2015**

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

**Byrd 103**

*Minutes*

**Members Present:** Terry Kleffman, Chair, Janet Barton, Diane Brice, Melanie Castro, Sharon Doggett, Sara Long, Kristin McDonald-Willey, Kelly Prater, and Ellen Patterson as Recording Secretary.

**Alternate or Guests Present:** Tina Babb, Maria Juarez, and Olga Kleffman.

**Members Absent:** Karen Craghead, Toni Gray, and Jason Norman.

**I. Action Items**

- a. Approval of the Minutes from August 11, 2015 Meeting. A motion was made by Kelly Prater and seconded by Janet Barton to accept the minutes as presented.

**II. Discussion/Information Items**

**a. SRCUG – Update**

A Generic Schedule was attached to the Minutes from the August 11<sup>th</sup> Meeting for review.

Members wanted to know if all the sessions were full. Web API has two sessions open Everyone that has been registered to date has been notified by email. Kristin said that she had not been notified regarding her registration for Class Climate and Research Fundamentals. An email will be sent out to participants in each class to confirm their registration. The classes are set up so that attendees can participate in one but not in both because they will be ongoing at the same time. Changes will need to be updated regarding the schedule of events on the website. Pre-Conference Registration confirmations will be sent by email. An Agenda will be sent to ACT Members so they can be aware of training and events that will be available at this conference. There may not be any training or events pertaining to FMC or their staff. The sessions will be set for the pre-conference attendees sometime this week.

**b. Database Upgrade**

The production upgrade has already been installed into the Test Account so it should not be a major issue, we are upgrading because the version we currently are on will not be supported after the end of 2015. We will be going from 7.2 to 7.3 on the Unidata Database. All of the updates related to the ILP will be installed on September 18, 2015.

**c. Colleague Software Updates scheduled for 9/18/2015 and 9/25/2015 production installation**

	SU015543	Support for College Board Student Search
Financial Aid	SU015600	Colleague Gainful Employment 2015

<b>System Files</b>	<b>SU015248</b>	<b>Update to S.VERIFY.WWW.FILES</b>
	<b>SU015233</b>	<b>Colleague Update in Support of Colleague</b>
<b>Business Office</b>	<b>SU015247</b>	<b>AR Quality Enhancement 2015</b>
<b>Human Resources</b>	<b>SU015671</b>	<b>Colleague Tax Tables - Update #7 2015</b>
<b>Human Resources</b>	<b>SU015595</b>	<b>Colleague Tax Tables - Update #6 2015</b>
<b>Financial Aid</b>	<b>SU014178</b>	<b>2015 Financial Aid Enhancements</b>
<b>Human Resources</b>	<b>SU015591</b>	<b>Colleague Tax Tables - Update #5 2015</b>
<b>Changing Majors</b>	<b>SU015456</b>	<b>Colleague Student PSPR Proposed Student</b>
	<b>SU015520</b>	<b>Colleague Regulatory - GE Priority</b>
<b>Does not Apply to AC</b>	<b>SU015311</b>	<b>California Critical: Student Success Core</b>
<b>ILP</b>	<b>SU15330</b>	<b>ILP Module Updates – UT</b>
<b>ILP</b>	<b>SU015329</b>	<b>ILP Module Updates</b>
<b>ILP</b>	<b>SU015178</b>	<b>ILP Module Code Updates</b>
	<b>SU015288</b>	<b>Update to Envision GUID creation</b>
<b>Does not Apply to AC</b>	<b>SU015402</b>	<b>Envision update for AIX servers</b>
	<b>SU015289</b>	<b>Update to support EDX</b>
<b>ILP</b>	<b>SU015315</b>	<b>Update to S_WORKFLOW_INIT</b>
<b>ILP</b>	<b>SU012980</b>	<b>ILP Enhancements (CORE and ST)</b>
<b>ILP</b>	<b>SU012895</b>	<b>ILP Enhancements (UT)</b>

All ILP updates will be installed after the ILP has been updated. If you want to see what has changed in the Test Production Accounts please go to <https://ellucian.okta.com>. You may need to request a login to have access to this website.

PSPR Proposed Student – not sure what that is, Kelly, Rita, and Maria should have the same access to inquire and read the information to see what changes or updates will pertain to them. If they need access, and they are not allowed, they will need to let Terry or Tim know so they can be added and allowed to review the information. Terry then gave a demonstration on how to access the Ellucian.okta.com website so the members of the committee could see how to access this information from their computers.

There are several updates that will be done for tax tables, we do not run the import for this information because the Human Resources Department (Dee Partin) will do this part. There are different tax tables with changes, three of them will be done by the HR Department.

The Ellucian Support Center is different from Ellucian Go that you have on your phone. Ellucian Go mobile app is used for virtual id, class schedules, and to view classes and grades from past semesters with other information pertaining to current and past students or current employees for identification purposes.

Tommy Morrison joined the meeting so the members of the committee could see the Test Production site. Please note this is not the speed the users will see from their desktops when we go live, this is a test environment with limited resources. This is planned to go live by the end of September 2015. All of the information will be on the left hand side of the screen instead of across the whole screen like it is now after the portal update has been completed. Everything will adjust to the size of the window the user has open.

Tommy Morrison is still working on the ILP Component and Gmail, Web Advisor does work for the employee's regarding time sheets and other related information. The user can grade and select just what they need to print instead of printing the whole window, that is part of the self-service so not sure how to adjust it.

There are two big pieces, integration between Colleague and Blackboard and then the Gmail for the students too.

**d. Portal Upgrade to 4.2**

The list of forms is currently showing up on the right, but they are working on pulling it back to have it on the left side, along with information for the students.

Some information can be restricted like announcements through groups. Documents may not be able to restrict their access to all users. They need to be restricted so that only employees can see those forms or that information, this may be able to be restricted by the type of user. You can make announcements show up to only certain groups, like Library, Campus Police, English or other departments. There will be more flexibility of what you can do inside the different pieces for access and information. We want to be on this updated Portal so that it will be ready for registration in the late fall or early spring. There may be an extended delay in downtime during this installation that may go into Saturday or even Sunday for that weekend.

**III. New Business Items**

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

**Next Meeting**

Monday, October 5, 2015 WSC, Byrd 103 from 10:30am to 11:30am- **Cancelled due to SRCUG 2015**  
Thursday, November 5, 2015 WSC, Byrd 103 from 10:30am to 11:30am

**Members:**

1. Terry Kleffman – Chair
2. Janet Barton
3. Diane Brice – alternate Maria Juarez
4. Melanie Castro – Alternate Jarrod Madden
5. Karen Craghead
6. Sharon Doggett
7. Toni Gray – alternate Megan Eikner
8. Sara Long – alternate Olga Kleffman
9. Kristin McDonald-Willey
10. Jason Norman – alternate Ernesto Olmos
11. Kelly Prater - alternate Joy Connors
12. Ellen Patterson, Recording Secretary