

Information Technology Coordination  
 Monday, August 3rd, 2020  
 On-Line Meeting  
 Coordination Notes

**Members Present:** Terry Kleffman, Chairman, Toni Gray, Shane Hepler, Tim Hicks, Cheryl Jones, Olga Kleffman, Cindy Lanham, Jarrod Madden, Tiffany Oneal, Kelly Steelman, and Ellen Patterson as Recording Secretary.

**Guests and Alternates Present:** Cindy Lanham and Tiffany Oneal.

**Members Absent:** Tiffani Crosley, Mia Forrester, Maria Juarez, Kristin McDonald-Willey, and Ernesto Olmos.

**I. Action Items**

- a. Approval of the discussion notes from June 6th, 2020 Meeting. A motion was made by Kelly Steelman and seconded by Toni Gray to pass the notes as presented.

**II. Discussion/Information Items**

**a. Colleague Updates - Pending Installation in Live**

Software_ID	Software_Description
SU021897	ELF Update
SU021861	Finance Update to LBRT / REET checks
SU021810	eTranscripts Maintenance
SU021800	Envision update to resolve duplicate GUIDS
SU021850	Colleague Web API
SU021799	Update to resolve duplicate GUIDS
SU021893	DMI Update for SQL computed Column and IS- Subroutines

- All the updates from the last meeting have been installed
- Until Thursday or Friday of last week we were current on all updates then 6 or 7 were released over the weekend.
- Some of the updates listed above may need to be installed before the next scheduled downtime.
- The Finance Update listed above also delivers the checks for the payment system, so the Business Affairs staff will need to look at that after they are loaded into the Test Account.

**b. Projects Update**

- SQL Migration - We have started moving custom software into Colleague SQL database account. After all of the custom reports and process have been moved to SQL we will build another account where the department staff will login and test their processes. That should later this fall, hopefully November time frame.
- Other Updates - getting ready for classes to start for Fall 2020. The fall classes will be Simulcast along with the in-person classes. We still have a lot of work to do to get the classrooms ready for online teaching. We received 120 cameras last week, so we should have enough for classrooms

and also for faculty and staff that need them for online meetings.

- Radius - students and returning students. Handoff from Registrar to Advising, starts communicating with them to get that going. AEL working with them to get their students and staff in a proper and frequent communications with each other.
- New Situation makes it a little more complicated, so please be patient with us for your requests.
- Jarrod is still working from home. Remodel in SSC building soon so some staff have been getting ready to move offices. Russell Hall and SSC are going to be the first ones to relocate. May be in a giant room with cubes between us all. Some of the Bond projects are starting to take off, lot of work downtown, the Innovation Hub, Russell Hall, SSC discovery with the Architect. Try to figure out where the temporary spaces will be, which are unknown as of yet. Art classes and equipment will be moved out of Russell Hall. It is still unknown as to who will be sitting where and when and for how long. We are used to being adaptable so we now know we can work from anywhere.
- Issues with taking credit card payments. Tim has just updated processes to use the newest POS Software, they did not have the newest version yet. If they run into this issue who do they need to contact. Contact Tim, Terry or submit a ticket.
- Monica's situation from Hereford, not sure what is going on there. Once or twice a day we have to kick her out of sessions. The is the only issue we are aware of at this time.
- The moves for staff and faculty from Downtown Campus to West and Washington Street Campuses is already done.

• Next Maintenance Date - Friday, August 28, 2020

III. New Business Items - None

IV. Updates and Announcements (All) - None

#### Next Meetings

Tuesday, September 1, 2020, TBA 10:30am to 11:30am

#### Members:

1. Terry Kleffman - Chair
2. Kristin McDonald-Willey - alternate Tiffany Oneal
3. Tiffani Crosley
4. Mia Forrester
5. Toni Gray
6. Shane Hepler
7. Cheryl Jones - alternate Cindy Lanham
8. Maria Juarez
9. Olga Kleffman
10. Jarrod Madden
11. Ernesto Olmos
12. Kelly Steelman - alternate Gail Hutson

13. Ellen Patterson, Recording Secretary