

**Information Technology Coordination  
Tuesday, September 1st, 2020  
On-Line Meeting  
Meeting Notes**

**Members Present:** Terry Kleffman, Chairman, Mia Forrester, Toni Gray, Shane Hepler, Olga Kleffman, Jarrod Madden, Ernesto Olmos, Kelly Steelman, and Ellen Patterson as Recording Secretary.

**Alternates and Guests Present:** Tim Hicks, Cindy Lanham, and Tiffany Oneal.

**Members Absent:** Tiffani Crosley, Cheryl Jones, Maria Juarez, and Kristen McDonald-Wiley,

**I. Action Items**

- a. Approval of the discussion notes from August 3rd, 2020 Meeting. A motion was made by Jarrod Madden and seconded by Toni Gray to pass as presented.

**II. Discussion/Information Items**

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

| Software_ID | Software_Description                 |
|-------------|--------------------------------------|
| SU021861    | Finance Update to LBRT / REET checks |
|             |                                      |
|             |                                      |

Two updates were released last Thursday but they have not been added into production yet. Student IPeds and core release for customers that are running their systems in the Cloud related to certificates.

All the updates except for the Finance update were installed last Friday during regular preventative maintenance.

- The Finance Update will not be installed until it has been reviewed by the Business Affairs staff. Jackye Montes will need time to check it out because it will affect checks and payments.
- September is typically a busy month 20 to 30 updates will be released in the next few weeks.

**b. Projects Update**

- **SQL Migration** in the middle of importing all the computed columns that are used in rules and processes.
  - Moving custom code into Sequel account, Once that is finished a new account will be built and the office staff will need to login to colleague and make sure that all of their processes work correctly. Registration, Billing, Payroll, Financial Aid, etc... All areas will need to test their part to try and ensure we have everything correct for when we migrate databases.

- Hopefully the department heads will be able to go into test and it will all look like as expected and normal so the users will not even know the difference.
- Tim and Terry are setting up data feeds for other projects too.
- **Bank of America** has given Amarillo College funds to be used for students.
  - Bank of America will distribute those funds.
  - These funds will be available to students that are not eligible for Cares Act funds and will allow AC to still have another way to help those students.
- **Everbridge** – Emergency Response and alerting system will be working with Scott Acker and marketing to get that together. We will be also integrated with the Police department in the City of Amarillo so we will know when there are emergencies or alerts in the area near West Campus, Hereford.
  - ITS Programming staff are helping with the Data Feed to get it all set up.
  - Blackboard will still be used for Students and alerts as needed.
- ITS Staff will start touching base with Advising and AEL Grants again soon.
- AC Foundation is going to have a new software that is more comprehensive for donations.
  - Black Baud software program, IT will help with that implementation
  - This will also help us with goals for raising funds for students.
- Innovation Outpost construction project that is happening at the AC Downtown Campus.
- ITS Staff are also working on an online application for the Earn and Learn Internship
- Nursing Consortium classrooms that will be held in conjunction with Frank Phillips Colleges
  - working with ATMS dispensing machines for drugs to make it harder for the medication to be stolen.
  - The students will have to manage and test the dispensing machine too.
- AT&T projects are in flight, with new circuits being installed at Dumas.
- Small projects in AskAC and Registrar area with the ways people's names are displayed regarding the chosen name students have decided, legal names vs chosen names.
- Working with Business Office SoftDocs project, a lot of people learned how to do things digitally so they had to learn retention periods to tackle a

huge paper initiative so hopefully they will generate less paper in the future because their processes are changing.

- Construction Projects
  - Innovation Outpost – AC Downtown Campus final ends of programming stage, so we are starting to see options
  - SSC and Russell Hall still in planning stage some of you may have already filled out a survey to see if you will be moving out of SSC or staying
  - First Responder Academy really close based on Board has decided to use old J C Penny Building instead of building a new one, a lot of places to eat and hang out there, currently a two story building backside of art area over there. Fire, Police, EMT and etc. training will be held there.
  - Carter Fitness Gym not sure how far along they are on this project, have not heard anything since the COVID-19 outbreak.
  - When are the Bond Projects going to happen and where?
  - We are trying to get all this up and going.
- Over the summer IT purchased new Core Network Switches –there will be downtime over a weekend as we start the installation, should be fairly minimal if we set up preparation and plan for events that may be coming up with regards to payments and class dates.
- Business Objects upgrade will be scheduled soon
- Dental Hygiene will have to swap out all their equipment this upgrade may be done in January 2021 for the EagleSoft software
  - working on upgrading the servers and machines for this swap out.
- We are going to be redoing the Oak Room, all new A/V, three screens, turn the room around and add projector screens and one also in the back and the current entry will be the back of the room which will make it better than the past, microphones and speakers installed and this room will have a lot of A/V capabilities there.
- Badger Corner will also add more microphones for meetings too. So that Oak, Badger and Board Rooms will also have the capabilities for online meetings.
- We have been working to get new equipment replacement for employees, where everything is caught up and back on rotation.
  - Not too many that are running systems that are older than 5 or 6 years old.
  - Once we get past this last hump, the normal rotation will be 5 years or less for new equipment for everyone.

- **Other Updates**
- **Workable** has been rolled out now and we are sending data feeds for that to replace Cornerstone.
  - Cornerstone is no more.
  - Evaluations will be done differently than they were in Cornerstone.
  - Evaluations will be done in house.
  - On boarding and hiring pieces will replace what was in Cornerstone.
  - The last two weekends were spent copying everything from Cornerstone that might be needed in the future.
  - Please contact Cindy Lanham if you are needing to request any information that was in Cornerstone.
  - September 15 – October 2, 2020 Evaluation Period there will be more information coming out soon. Much simpler and will be more applicable to the positions than in the past.
  - How do you send Badges to people now? You can email them.
  - Cornerstone was making it very impersonal, no more electronic kudos.
  - Transition to Workable was done last, it is so much simpler and time efficient.
  - Go take a look at it and it will also work on your phone.
  - Workable is a lot nicer from a user experience and point of view, much cleaner and nicer too.
  - Filling out an application and applying for positions are very smooth.
  - 310 forms will be launched through NitroPro
  - HR is still generating the forms. Please email or call Cindy if you having questions.
  - Cindy is looking for a recruiter, with a Bachelor's Degree, full cycle recruiting experience and HR background.
- **Radius** we have been doing a couple of trainings,
  - Tommy Morrison said they had a link for attendees to reference
  - after the trainings have been recorded then they can be referenced anytime in the future.
  - Currently access to training information is limited.
  - Since we are still working on the Advising portion their staff will become a lot more familiar with it the more you use it.
  - Currently trying to set up information for students
    - What classes are the students registered in currently?
    - Have the students paid for those classes or not yet?
    - What classes are the students planning on taking next?
  - Hopefully Advising Staff can have an idea of what the student needs from Radius without having to go to several different screens for the same information.
  - Three trainings have been done so far Stephanie showed Advising staff the overall information of what is needed and develop and internal user group.
  - The more of the staff that take ownership and can share successes and failures so staff can trade information to keep evolving this knowledge and keep it successful.

-We don't want to have to hire Stephanie every time and we will be able to better facilitate training the different departments every time.

- Decide **Next Maintenance Date – Friday, September 25, 2020 at 5pm.**  
-We say on the email notification that everything is always up and running again by 8am the next morning.

**III. New Business Items – None**

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

**Next Meetings**

**Monday, October 5, 2020, Google Meet 10:30am to 11:30am**

**Monday, November 2, 2020, Google Meet 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