Amarillo College

Information Technology Coordination
Monday, November 2, 2020
On-Line Meeting
Notes

Members Present: Terry Kleffman, Chairman, Tiffani Crosley, Mia Forrester, Toni Gray, Shane Hepler, Tim Hicks, Maria Juarez, Olga Kleffman, Jarrod Madden, Kelly Steelman, and Ellen Patterson as Recording Secretary.

Alternate and Guests Present: Tiffany Oneal

Members Absent: Cheryl Jones, Cindy Lanham, Kristin McDonald-Willey, and Ernesto Olmos.

I. **Action Items**

a. Approval of the discussion notes from October 5, 2020 Meeting. A motion was made by Jarrod Madden and seconded by Kelly Steelman to approve the notes as presented.

Jarrod Madden was asking: How the reports are calculated for first time students? The one before might have had one. Recently a bunch of schools were complaining about the first time student calculations being incorrect over the last six months as they continue to revise and work on the best method to have an accurate count of new students. September and October ITS Staff gave a work around to have the numbers come out correctly, those two options for workarounds were added to the regular coding. Jarrod is trying to prepare a list of all the first time fall students and the request came back with zero, but when he runs the same report for last fall he comes up with students. CBM001 work file. Terry will look through the last few months and meet with Jarrod to compare notes.

II. **Discussion/Information Items**

a. **Colleague Updates –** Currently there are no updates pending Installation in Live
-Terry and Tim are in the process of updating some of the backend servers and changing from the older licenses to newer ones.
-Terry also stated that some testing may need to be done in production by different departments before the changes can be completed on the production side.
-This will include the payment updates
-Touchnet has approved all the updates and they will need to be tested before they can be loaded into the production site.
-All the updates have been installed and hopefully those issues will be resolved.
-Has the 21-22 FAFSA update be installed in the system?

-The update for 20-21 FAFSA is already in the production account –The 21-22 FAFSA updates opened on October 1, 2020 and Kelly Steelman in Financial Aid was requesting when the new information would be updated and accessible.
-Terry said the 21-22 FAFSA updates were installed on October 30, 2020.
-Terry will Export and send it to Kelly Steelman to see if that is what she is looking for. We are now able to import Isirs for 21-22 and if Kelly sends info to Tim he can get it ready.

b. Projects Update

- **SQL Migration –** hoping to send another account on this Friday or next Friday because of registration starting soon, once that account is built and that will hookup Self Service, Touchnet, 25 Live, hopefully by Thanksgiving all those components will be ready for testing.
- **Other Updates**
- ITS Staff are currently working on creating and preparing a new employee evaluation system since we no longer have Cornerstone. Corey Willis is a little over half way done with this project. Just have to meet with Cheryl, Cindy and the whole faculty, since their system is different to make sure all the different types of questions are included.
- Innovation outpost is the furthest out, three different areas. (Russell Hall, SSC, and Innovation Outpost)
- Rolling out Workable once that is done it will be the replacement program for Cornerstone with regards to recruiting and hiring new employees.
- Cares Act is live for students and Kelly said she has already started awarding funds to students.
- F1 Cares so it goes straight to the students, $50, are currently registered students are eligible and as other criteria is met other checks will be ready to go, so it will be a big check run this week.
- Pixis Med stations for the Nursing Students have been set up to work with Frank Phillips College, this will allow students to hands-one experience with drug medication stations while in class and will also allow students to learn how to load and dispense medications for patients.
- Sarah Bruce is working on BlackBaud, a new program to track foundation donations and distributions. This will be a long process it looks like to set it up but hopefully it will be ready for use soon.
- Waiting on approvals from Marketing for Radius and messaging so we can continue with that so the different departments can see what else is being done with information from this program
- Dental Hygiene labs upgrade at West Campus will occur after the first of the year 2021.
- Colleague Migration is an ongoing process
- All the little stuff that we do to maintain things
- Bond Projects should be starting soon after 1st of 2021.
- Decide Next Maintenance Dates November 13 or 20 at 1PM – move to server 2016 for payment updates.

- May just be networking maintenance. Terry will check with Art and see if November 20th is okay.

III. New Business Items – None

IV. Updates and Announcements (All) – None

Next Meetings

Tuesday, December 1, 2020, On-Line 10:30am to 11:30am - CANCELLED

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