

Information Technology Coordination
Monday, March 1st, 2021
On-Line Meeting
Notes

Members Present: Terry Kleffman, Chair, Tiffani Crosley, Mia Forrester, Cheryl Jones, Maria Juarez, Olga Kleffman, Ernesto Olmos, Kelly Steelman, and Ellen Patterson as Recording Secretary.

Alternate & Guests Present: Tim Hicks and Tiffany Oneal.

Members Absent: Toni Gray, Shane Hepler, and Jarrod Madden.

I. Action Items

- a. Review of the discussion notes from February 1, 2021 Meeting. A motion was made by Olga Kleffman and seconded by Kelly Steelman to accept the notes as presented.

II. Discussion/Information Items

a. Colleague Updates - Pending Installation in Live

Update	Description
SU022378	Texas State Reporting TSI Update
SU022415	Advancement – Wealth Engine Update
SU022400	Affordable Care Act Update

All the updates on the last notes have been currently installed on live.

- So that makes us current on updates except for the three updates listed above.
- Kristen will want to look at one on Texas State Reporting TSI Update to see if there is anything we need to look at before installation.
- Affordable Care Act Update is fixing some kind of lag on the update.
- The other updates will not impact us operationally, between now and the next installation for preventative maintenance.

b. Projects Update

- SQL Migration
 - i. Testing – two links for Colleague UI and the other one is for Self-Service for the same account.
 - Logon with ACNETID and password.
 - Please logon to both and check it out and make sure everything is working for logons and running reports.
 - Users can't send data files to external entities, Department of Education, TRS, etc....
 - Users basically should not send out data to outside entities. Billing, payroll, importing journal entries.
 - Some of the forms are still moving over but most of the things behind the scenes should be working now.

- We need users input so that when we do the real migration to sequel we will have fewer problems.
 - We are still working on forms that are from Websites, CE Registration, and others outside of Colleague so they are not available yet.
 - The test account was built from data in the 1st week of November (Week of November 4, 2020).
 - Please try your processes and let us know what does or does not work.
 - If the forms you use are not available, we probably just need to add a role or access to the form for you.
 - Hopefully we will be migrating to Sequel this summer.
 - Some of the customer reports are available and others are not.
 - If you have not run the report in more than 2 years, it may not be available.
 - If you have a form that you use in data processing and reports and it is not available, please let us know.
 - Please try your normal logon and passwords at:
 - <https://colldevui.actx.edu/ui/home>
 - <https://codevss16.actx.edu/Student>
 - Other Updates
 - For this pay period we stated with a few people to use Web Time entry on Self Service.
 - Last update for Web Advisor is end of June or July this summer.
 - We are trying to move use of all forms from Web Advisor to Self Service.
 - Hopefully by the end of April and May all that have hourly employees will be using Self Service for time entry and approvals.
 - The new forms look like Self Service forms you use for registration.
 - With us moving more and more to online will the salary employees do this too.
 - There is more work that Ellucian is doing on the Exempt side of the house for the salaried staff to be able to use it.
 - The long term goal is that all employees will be using a time keeping system and hourly will use a time keeping system to clock in and out.
- Ernesto tried the self-service Student link and testing. apparently no one can logon because it is an AD Account, our consultant did not finish setting it up.
- Ernesto was able to log into the UI one.
 - Tim will fix the other part this afternoon.
 - Tim showed what it would like for Supervisors to approve time sheets.
 - Decide Next Maintenance Dates - March 26, 2021.

c. Ellucian Live - April 12-14, 2021

Early Bird - \$200 to \$250 registration if you want to sign up before tomorrow. 2 and a half day online event.

III. New Business Items - None

IV. Updates and Announcements (All) - None

Next Meetings

Monday, April 5, 2021 Online Google Meeting 10:30am to 11:30am

Monday, May 3, 2021 Online Google Meeting 10:30am to 11:30am

Tuesday, June 1, 2021 Online Google Meeting 10:30am to 11:30am

Tuesday, July 6, 2021 Online Google Meeting 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