

Information Technology Coordination
Monday, April 5th, 2021
On-Line Meeting
Notes

Members Present: Terry Kleffman, Chairman, Mia Forrester, Shane Hepler, Cheryl Jones, Maria Juarez, Olga Kleffman, Kristin McDonald-Willey, Ernesto Olmos, Kelly Steelman, and Ellen Patterson as Recording Secretary.

Guests and Alternates Present: Tim Hicks and Tiffany Oneal.

Members Absent: Tiffani Crosley, Toni Gray, and Jarrod Madden.

I. Action Items

- a. Review of the discussion notes from March 1st, 2021 Meeting.

II. Discussion/Information Items

a. Colleague Updates – Pending Installation in Live

Update	Description
SU022427	Update for UI 5.17
SU022412	Texas TRS Reports Update
SU022396	Finance Update to EPBR, EPMR, VRAV
SU022384	TouchNet Colleague Connect Update
SU022383	FA-Link / TrimData Update
SU022374	Envision Update for API 1.31
SU022373	California Student State Reporting
SU022354	2021 Update to DMI
SU022325	California Student State Reporting
SU022299	Envision Update for UI 5.17
SU022298	UI 5.17
SU022276	Student Texas State Reporting – Financial Aid
SU022264	HR 2021 Quality Release 1
SU022260	California HR Reporting
SU022253	Student Texas State Reporting
SU022252	2021 Q1 Student Federal Update
SU022232	Finance Update 2021 Q1
SU022220	Update to Envision RunTime
SU022193	AR/CR Update 2021 Q1
SU022097	Self-Service 2.31
SU022099	Colleague Web API 1.31

	SU022100	Updates to support Web API 1.31 and Self Service 2.31
	SU021989	Student and Core Quality Release Update 2021-1
	SU021383	Colleague Studio Update
	SU022051	Financial Aid - COD Processing 2021/2022
	SU022378	Texas State Reporting TSI Update
	SU022415	Advancement – Wealth Engine Update
	SU022400	Affordable Care Act Update

Lot of updates for April 2021.

- Ellucian has gotten to where they delivery updates on a quarterly basis, unless a process is causing data issues.
- Terry and Tim will work on having the updates above all loaded this week.
- All the updates are listed on the Google Drive with pdf of updates on shared drives there
- Updates are also listed on the P Drive/Datatel/ITC Coordination/2021 Updates/April
- A question was asked whether the Trim Data updates are from prior stuff we are not doing or is that new stuff?
- All this is changes to the version that works with WebAPI column.
- Nebraska update is trying to update their data, last time when we submitted the updates it broke the connection, so we need to make sure it all works before we submit the updates into Colleague.

b. Projects Update

• SQL Migration

- i. <https://colldevui.actx.edu/ui/home>
- ii. <https://codevss16.actx.edu/Student>

Links to test for updates to migrate to SQL.

- Does anyone have any updates on testing to let us know if it is all working properly.
- HR doing testing before Spring Break, going fine but no details, no issues.
- Registration has been testing,
- Web Address imports,
- Tim has been working to make sure it works well. RPGE, some of the updates still need to be applied.
- Apply Texas updates, they are working on those, currently programming changes are being made so the testing will work.
- Radius feeds all those processes will have to be moved over, generate a file and see if it is comparable to what it should be.
- Run the export, look at it, does everything look the same.
- Try to schedule different areas,
- test Registration, to put on calendar and make sure all departments are checked to make sure it is all working properly.
- Financial Aid, need to start testing other reports for 2021 versus now.
- Olga we were waiting on Kelly to see if the refund portion works correctly, same for Registration billing, couple of pieces behind the scenes, in district versus out of state to make sure the charges are being done correctly.
- Tiffany will check on testing for CE Registration will need also for Financial Aid to package up all that information so it is transmitted correctly or it will not release the financial aid funds.

-Terry may send out weekly or semi-weekly emails to make sure all the testing is working like it should.

iii. Updates from departments regarding testing

-Phone system is acting up for the first day of summer and fall registration. The calls just ring and ring and are not answering.

-5440 has a voicemail option, main number for advising, does roll over to other extensions.

-Did not go to voicemail or roll over to other extensions after 15 rings.

-Would hope that it would at least roll over to other extensions or let the caller at least leave a voicemail.

-Nonattendance stuff, missing a step in Registrar office, some of the students it is reducing their financial aid, creating a refund list for last week. Put them as non-attending. We caught most of them, but there are a few FATPR process, I am not sure what else to do, been told it is the Business Office Process. Somewhere the process is not working, prolonged refunds last week and we almost did not get them out. It works sometimes and no other times. They are all being done the same way, large numbers.

-Original Refund List, the total number is not available for this meeting. Pre Tiffany issue, one of two things, we did have changeover in Registrar and Business Office. We also have had changeover in processes too.

-We also had problems with Blackboard updating.

-Kristin went through the process with Diane before she left. Kelly and Kristin can sit down and look over the lists XSTP everything looks the same, rebilling appropriately through spot checking.

-Financial Aid should automatically be adjusted on the total errors. Not sure what the problem is, we need to try and figure it out.

-Tiffany has processed about 20 manually

-Kelly has more than that did not transmit properly.

-People we process after the Census date, backdating may be causing the issues.

-Manually change 350 dates.

-Is there a way for us to insert a process to adjust what it should be between dereg and billing process to drop students for non-attendance.

-With this latest WebAPI released a roster certification process, using the Ellucian forms to eliminate one of our web advisor pieces.

-Register the students at different levels of financial eligibility, 3 hours, 6 hours, 9 or 12 hours, in or out of state.

-End of Term, very difficult when the system does not have the date to check standing if it is not the end of the semester. Students enrolled, scholarships, sponsorships,

-Some lists that Kristin can pull that she was unable to do before like for foster care as far as applying for waivers and other types of students.

-If anyone is having problems with testing please let Terry and/or Tim know.

-There will be a meeting on Wednesday to discuss what areas to roll the Self-Service Time Sheets out to. IT and first floor Business office in the Byrd still doing now.

- **Other Updates – None**
- **Decide Next Maintenance Dates – April 23, 2021.**

III. New Business Items – None

IV. Updates and Announcements (All) – None

Next Meetings

May 3rd, 2021

June 1st, 2021

July 6th, 2021

August 2nd, 2021

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