

Information Technology Coordination  
Monday, August 2nd, 2021  
On-Line Meeting  
Notes

**Members Present:** Terry Kleffman, Chairman, Tiffani Crosley, Maria Juarez, Olga Kleffman, Ernesto Olmos, Tiffany Oneal, Kelly Steelman, and Ellen Patterson as Recording Secretary.

**Guests and Alternates Present:** Tim Hicks

**Members Absent:** Mia Forrester, Toni Gray, Shane Hepler, Cheryl Jones, Jarrod Madden, and Kristin McDonald-Willey.

**I. Action Items**

- a. Review of the discussion notes from July 2021 Meeting.

**II. Discussion/Information Items**

- a. Colleague Updates - Pending Installation in Live

	Update	Description
	SU022828	2021 Tax Tables for Kansas
	SU022809	SLCR Multiple Selects Update
	SU022801	2021 Tax Table Updates for New York / Idaho
	SU022796	Texas Student Critical Update Test Score Imports
	SU022836	Update to resolve ODS issue for Amazon PostgreSQL

- All the updates that were on the prior list from July 6, 2021 meeting have been loaded.
- Ellucian delivered the updates listed above last Thursday or Friday.
- One of the updates listed has to do with clicking Register on Self-Service and the process spins for a long time.
- Ernesto was concerned about taking the system down to install the update and reported that the response time is currently manageable and we could wait to install the update.
- Tim and Terry will try to have the updates listed above installed in the test area for review.
- The updates listed above may not be installed until the September scheduled preventative maintenance, unless the updates need to be done because of fall registration deadlines.
- Ernesto said they were able to end Majors so that was fixed.
- Discussion of FA-Link and Bookstore charges
  - Tim and Terry said the FA Link has not been loaded yet, the bookstore is having issues with the port numbers.
  - Andrew said they are going to change over to new software and it will require testing of API link for it to work correctly.
  - Olga will check with Andrew and see if that is still the plan.

**b. Projects Update**

- SQL Migration

- i. Production info
  - ii. <https://uilive.actx.edu/ui/home>
  - iii. <https://acselfservice.actx.edu/Student>
  - iv. Discuss issues from migration.
- Tim mentioned ACNETID may need to be down for one day for the information to be loaded.
- There was an error in the phone numbers, some are larger than 12 digits was causing a problem with loading the information.
- It was requested that the 1 not be put in as part of the phone numbers, because it will make it too long.
- On update of application information. May have been hand entered or Apply Texas. Just was not finishing pushing those records all the way through.
- The new database will not let it load but the old one would have taken it.
- Maria will send out a memo to her staff so they will be aware of this issue.
- Parent 1 and Parent 2 - Apply Texas has begun to collect contact information for the students.
- Now the students can submit parent information.
- There is work order saying the Parent 1 and Parent 2 information is not being captured because it should be for the mother and father.
- The staff is having to manually enter the information if it is not there already.

#### c. Other Updates

- Terry was letting Maria know that students would have to have to know their previous banking information to be able to change over to new banking information.
- What do students do that do not know or cannot access their old banking information and are unable to do this online?
- Tiffani talked to Jackye this morning, as those students call in and if they don't know what their account number is she is the only one that has access to that area, if they don't happen to be in town, they can verify the Student's Social Security Number before they make the changes.
- It may not be that many but Jackye is the only one that will have access to that screen to make those changes.
- Maria will wait for okay from Terry then Maria will copy Jackye to let her know this will happen.
- Others have access to view but not to change the information.
- For the most part you will have more calls where people are trying to set their banking information but are not able to access.
- It does not require anything if you do not already have an account set up for direct deposits.
- Hopefully it will just be a form and the students can enter it there.
- Tiffani and Olga the students will have 7 business days to verify the banking information? Yes, that will not change.
- Decide **Next Maintenance Dates** - no anticipation of updates for August. **September 17, 2021**

III. New Business Items - None

IV. Updates and Announcements (All) -

- FA Link would have to be set up to use new version and Web API will need to do checking with TrimData to see what our best option is there before doing those updates.
- Saturday hours started on July 30, 2021. This Friday they will work until 5pm this week. Rotating hours. Financial Aid is leaving at 1pm on Friday, new schedule starts today.
- Advising will stay 8am to 5pm everyday will stay the same but will be available on Saturdays. Only Advising will be there on Friday after 1pm.
- ACNETIDs are running two or three times a day manually, but need to open a ticket with Ellucian to set this up to run automatically.
- Tiffani Crosley concerned about Business Objects no longer working after the conversion. Some of the reports are not correct. Need to check with Tommy Morrison to see the status of reports. Upcoming Audits for required reports. Terry will look at them to see what needs to be done to have them work.
- Tiffany Oneal is unable to identify summer graduates, XGRAD, XSGD, it is not working right now. The report telling us who is in XSGD, this is on Tim's list but has not been able to make it to working on this yet. XGRD only pulled half the people and it is still off and not working correctly. Not sure who has been add manually to lists, she is unable to access the reports.

#### **Next Meetings**

Wednesday, September 1<sup>st</sup>, 2021, 10:30am to 11:30am by Google Meet  
 Monday, October 4<sup>th</sup>, 2021, 10:30am to 11:30am by Google Meet  
 Monday, November 1<sup>st</sup>, 2021, 10:30am to 11:30am by Google Meet  
 Monday, December 6<sup>th</sup>, 2021, 10:30am to 11:30am by Google Meet

#### **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