

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, February 6, 2012**

**10:30-11:30 am**

**LIB 113**

**Minutes**

**Members in Attendance:** Terry Kleffman, Chair, Sammie Artho, Tina Babb, Diane Brice, Olga Bustos, Joy Connors, Kim Davis, Kara Larkan-Skinner, Sara Long, Jarred Madden, Kay Mooney, Carol Moore, Jason Norman, Theresa Rider, John Salazar, Brenda Waren, Rita Wilson, Ellen Patterson, as Recording Secretary.

**Members Absent:** None

1. **Action Items**
2. Approval of the Minutes from November 2011 Meeting. A motion was made by Diane Brice and seconded by Kim Davis to approve the minutes as presented.
3. **Discussion/Information Items**
   1. **Business Objects Training**
      * Training March 27 thru March 29, 2012.

* Kate Connolly and Vickie Razneick from Datatel are the hosts for these sessions
* 15 people at the most will only be able to fit in the room for training
* 2nd classroom for the Advanced Training – 1 day each
  + Student Registration
  + Financial Aid
* **March 27, 2012** would be setup to review and ask questions so the users will feel comfortable in the environment again,
  + How to build the reports?
  + How to apply the fields?
  + Along with a refresher on how to even get to the website and access information
  + Training Guides will be printed out for all attendees
* **March 28 & 29, 2012** will be used for advanced training so that we can take advantage of the time and hosts knowledge for having the requested reports work as needed for the different departments. The Advanced Training participants will need to be:
* The setup can be done several different ways but should be decided and confirmed before the actual training so the time, money and efforts are not wasted.
* Who would need or be prepared for Advanced Training besides IT Staff? Was asked by Sara Long. IT Staff has been writing and preparing most of the reports from this program.
* During the last training session the computers were not working properly
* The training session was unorganized and the host did not know our system or the terminology
* Handouts for all attendees may help to save time
* The server could not sync up with the host’s site and what was being done.
* The process is a more of drag and drop of the information that you need
* The key is to know where the necessary information is and how it should be filtered?
* The plan is for everyone that will be working with this system on a daily basis to attend the first day as a refresher and to feel comfortable working in the environment.
* The second and third day will be used for groups or teams to work on specific reports and information needed for their areas such as Registration, Financial Aid or IT Staff.
* AC has changed servers and we are on a later release of the Business Objects reporting software than we were last time so there should not be the same issues as before.
* How many people need training for Business Objects? Advanced or 1st level?
* Part of the Financial Aid Department
* Part of Student Services – Registration which is the larger of the two groups and affects more people
* In the next 3 to 6 weeks small departmental training meetings will be set up so everyone will be prepared and ready for the Datatel Live sessions at the end of March.
  + How to Logon to the website
  + How to access the information
  + To work out any problems with being able to logon or small tasks
  + An email will need to be sent to Terry with a list of potential attendees for each department that will be working in this environment.
  + Terry or Ellen will coordinate calendars so short training meetings can be held prior to end of March.
  1. **Projects In-Development**
     + Retention Alert – Datatel is in the process of sending us additional items that were not carried over to the production account. Hopefully they will send them in the next few weeks. This program will be used for tracking student’s mental health, low grades and attendance records so that students are not set up for failure and we can hopefully keep them from dropping classes or out of college all together by seeing the warning signs with these reports.
     + **Web Time Entry**- Issues are currently being worked out with this program:
* It will not calculate the part-time employees or the sick leave, vacation, leave without pay properly so 340 forms will still need to be completed as a backup until this can be resolved.
* The other issue is when a person has more than one position or works for more than one department.
* IT bi-weekly staff , Business Office – will go electronic next pay period
* Purchasing and AskAC – next pay period after that
* Student Services on the first floor will be electronic by end of March
* Outside of the Student Service Center Building in April
* The form is available in WebAdvisor now but not operational for all
* The employee will log on to WebAdvisor
* Enter in their hours for that pay period
* Check the box saying the information is ready for supervisor approval
* The information will be sent to the supervisor by email
* Must be submitted by the employee by 1:00am on Saturday
* The Supervisor has until Monday at Noon to review and approve
* If the Supervisor is out of the office for vacation, travel or sick leave an alternate will then receive an email and be able to review and submit the time sheets to HR before the deadline.
* Employees will be able to fill out their time sheets electronically on a daily basis or all at once just before submitting for review by their supervisor.
* For now employees will still need to complete paper time sheets as backup for electronic information that is entered.
* Also, the 340 forms will still need to be completed because the program does not accurately keep track of time used or accrued for vacation, sick leave, paid leave or holiday payroll.
* This will only be for the employees that are hourly and have benefits from Amarillo College.
  + - **25Live** – This program went live just prior to the Christmas break. Anyone that is using it will be able to use this program in their browser. A new version is scheduled to be released formally in March or April and then we will see if we can go away from having to use the Desktop Client.
    - **ImageNow 6.6 update** – The upgrade has been completed. There are still some minor issues with Last Name and First Name as they are listed currently in the program; it is not in the same format as the prior version. Currently a second folder would be generated for an individual when linked under UI 4.3. We will need to see what is need to change the format of the name in the UI header block.
  1. **UI 2.3 / 4.1 and query builder update** – UI 2.3 and 4.1 will go down as of February 10, 2012.
* A message will be displayed of “The forms in this environment have been disabled. “
* The users will still be able to see the menus but not access any of the forms.
* Some of the Menu Items are still not working properly in the 4.3 version. Query builder will still be available for a period of time until registration for Summer and Fall starts. Once registration starts we would have licensing issues if users are logged in for Query Builder and another session for their regular forms.
* X-menu items are still having issues, the programmers are working on re-writing the applications or building business objects reports as needed.
* Datatel is releasing a new self-service component in the Student Finance area. It is a total rewrite of how the forms look and is presented to the students.
* We have to move forward with UI 4.3 as new updates are released the applications will be rewritten to take advantage of the new features in UI 4.3+. As a result the programs will not work correctly in the older versions of UI.
* We have had more items submitted for Business Objects and types of reports needed in the last three weeks that was turned in the last six to eight months when we started requesting this information.

**Query Builder** will be left on for the next few months until this issue has been resolved.

* We do need to continue making progress with converting programs to work in UI 4.3 and migration away from Query Builder. With the latest updates we will be able to determine who is still using the older versions of UI. This will allow us to contact individuals to identify which processes they are still using and need to be converted.
* The question was asked if “We could disable the Red X? If you hit the red X it does clear out the count unless the user is in the 4.1 version, then it will not clear out the count.
* It was also asked if the programmers could “Gray Out” the Red X so it could not be clicked on. This program is run on Silverlight and AC programmers may not have the access to be able to “Gray Out” the Red X.

**Windows 7 and Internet Explorer 9** – all the users will need to move to these updated programs so Business Objects and Datatel 4.3 will work correctly.

**Please note Silverlight 3 and 4 may not work for UI 4.3 in Windows 7 or Internet Explorer 9+ versions.**

Diane Brice requested information on the Banner and Demographic information. Terry said that he would need to refresh all the information because it is a stored computed column. The information in the header did belong to the students at one time, but may not be current now. Terry said that he is trying to set it up so it refreshes in the system daily.

* 1. **Colleague Software Updates** – An updated list of programs were distributed to attendees.
* Terry said that the programs on the list will be installed into the test site this week.
* The programs will need to be installed and working before summer and fall 2012 registration begins.
* The March Maintenance Date will be changed so there will not be an issue with the Last Day to pay for registration.
* Datatel has rewritten the student finance self-service component of Web Advisor. This version is what was presented in March of 2011. An email will be sent out when this program is ready for use. Terry said that it will be installed into the test account this week. If all goes well it should be ready before March enrollment time frame.
* The FA: 2012-2013 Income Threshold Changes form will be uploaded during the February Maintenance along with the tax forms.

Olga Bustos – has questions regarding the 1098 Tax form – Students that were enrolled last spring only and not a current student are not able to log on to WebAdvisor and access the online forms. Since these past students do not have a current logon the Business Office has to mail the 1098 Tax Forms to them again. There is no activation procedure yet.

* Why can’t they match enrollment procedures?
* Would this process need to be initiated by a phone call?
* The Business Office is trying to avoid printing the forms (very costly and time consuming effort)
* What time frame?
* Would it be good for 1 year from the last date of attendance?
* Theresa Rider said this sounds like and Audit Risk Issue, it was clarified that there would only be access to WebAdvisor.

It was noted that we also are still having issues with returned mail for students when the City, State, and Zip are not included on the address. It was requested that the programming staff revisit this procedure and how it should be done in the future.

* John Salazar’s area (AskAC), Diane Brice and Continuing Education keep a history of former addresses but also have to have a current residency address for everyone.
* A meeting will need to be set up to review and discuss how to avoid this issue in the future.
* County codes are needed
* Also will need to adjust what should and should not be on the “Last Known Address”.
* This information is used in State Reporting and has to have some type of address included.
* Residence County and Residence State are separate codes.

Jason Norman said that he had put in a work request to be able to create the ability to “green light” student so they can register for the upcoming semester. Jason requested that Terry check the progress on that work request.

Terry stated that the site that holds Work Requests or trouble tickets is being moved to a new site. Terry stated that all the open tickets will be moved to the new site but the ones that are more than two months old will just be closed out.

It was also asked if at the DC Dug Meeting there would be a session on Gainful Employment Reporting. It was noted that the users are in need of an error report to show any differences.

1. **New Business Items** - None
2. **Updates and Announcements (All) –**None

**Next Meetings**

**March 12, 2012**

**Members:**

1. Terry Kleffman – Chair
2. Tina Babb
3. Diane Brice
4. Kim Davis
5. Kara Larkan-Skinner
6. Sara Long
7. Kay Mooney
8. Carol Moore
9. Jason Norman
10. Theresa Rider
11. John Salazar
12. Brenda Waren
13. Ellen Patterson, Recording Secretary