

**ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING**

**Monday, June 4, 2012**

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

**LIB 113**

**Minutes**

**Members Present:** Terry Kleffman, Chair, Jon Bellah, Diane Brice, Olga Bustos, Kay Campbell, Joy Connors, Karen Craghead, Kim Davis, Sara Long, Jarrod Madden, Carol Moore, Theresa Rider, John Salazar, Brenda Waren, Rita Wilson, and Ellen Patterson as Recording Secretary.

**Members Absent:** Jason Norman

1. **Action Items**
2. Approval of the Minutes from April 9, 2012 Meeting. A motion was made by Kim Davis and seconded by John Salazar to pass the minutes as presented.
3. **Discussion/Information Items**
   1. **Colleague Advancement**-as part of this program being added, Kay Campbell and Karen Craghead were added as members to the ACT Committee as of this meeting, so they can be kept up-to-date on information that may affect the Amarillo College Foundation.

**Upcoming Training Dates for Colleague Advancement (9am to 5pm)**:

**Tuesday, June 12** **thru Thursday, June 14, 2012 – Services and Data Migration** (This is a three day session for data migration and to update information in Sage if they aren’t already there).

**Tuesday, June 19 thru Thursday, June 21, 2012 – Contribution Management**

**Tuesday, June 26 thru Wednesday, June 27, 2012-Portal & ILP Planning**

(Please see attached calendar for more information).

Colleague Advancement is expected to go live in fall 2012. Portal and ILP integration for Angel and Datatel to Blackboard (Intelligent Learning Platform with Blackboard 9) will go live in fall 2013; this has to be operation in spring and summer of 2013 for testing and integration process to be completed by deadline.

* 1. **Retention Alert**-Datatel (Ellucian) did some more updates recently.

WebAdvisor – security classes will need to be added so that the users will know to keep information confidential for students, employees, faculty, staff, and past employees.

AC Faculty and advisors will only be able to see information regarding their students. This information is not applicable regarding forms and will take place over this summer and go live in fall 2012.

* 1. **UI 4.4** was released this last week, this version will be put into production environments and then go live on June 15, 2012 after the monthly preventative maintenance is complete. This update in version is compatible with 4.2 and 4.3 and only would not do if really long update time or if problems occur during process.

**Brenda Waren – Human Resources** has Web Time Entry Training scheduled for June 15, 2012 so she will move the training to the following Friday, (June 22nd) so that it will not affect any updates that are added on the 15th, per Terry Kleffman.

* 1. **Colleague Software Updates** (Please see attached list for updated that will be put into test account and then go live after release and monthly preventative maintenance).

The HR Summer 2012 Bundle Software update will be added into the test environment and then go live after the June 15 or third Friday in July depending on when it has been received. This software update has not been received as of today.

1. **New Business Items**

**Real Time** – any queries or updated have been moved over to Business Objects test environment. Terry will contact each person that has queries in this area and will ask which reports are still being used or needed in the future.

**Travel Notices:**

Tim Hicks will be at Speede/Apply June 10-12, 2012 in Austin, TX

Rita Wilson will be at Speede/Apply June 10-12, 2012 in Austin, TX

Janine Goode will be at SRDUG 2012 June 10-12, 2012 in Oklahoma City, OK

Lee M. Colaw will be at Blackboard World Conference July 9-12, 2012 in New Orleans, LA

Terry Kleffman will be at Blackboard World Conference July 8-12, 2012 in New Orleans, LA

1. **Updates and Announcements (All) –**

Amarillo College Identification cards will be changing starting the middle of July after arrival and for use by all as of fall 2012:

Red for Employees (faculty, staff, classified staff and part-time)

Blue for students

This will also add value to the Identification cards by allowing money to be added for print-per-copy stations across all campuses by fall 2012 or spring 2013 depending on renovation processes completion dates.

Rita Wilson asked how do we test the Datatel software versions?

Currently the test update versions are placed into the test environment and then after the monthly preventative maintenance process is complete the are live. Versions 4.2 and 4.3 updates went smoothly and the next one, 4.4 will not be live until after the June 15 preventative maintenance process is complete.

**Next Meetings**

July 2, 2012

ACT Committee **may** not meet in August due to the timing conflicting with the beginning of the fall semester for 2012.

**Members:**

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