

## **IT Quarterly Report for Trustees Meeting**

### **Administrative Computing**

- Several administrative staff members attended the Ellucian Live conference as a professional development opportunity.
- Attended 2014 Evisions Conference in Anaheim, CA on April 5, 2014. Presented a session titled “Rapid Application Development with Argos: Solving IT Problems Quickly”.
- Attended 2014 Ellucian Live Conference in Anaheim, CA on April 6-9, 2014. Was lead presenter on a Ellucian Mobile Panel Discussion session where several Ellucian Mobile clients discussed their experiences with the Ellucian Mobile product, and answered questions from the attendees in the audience.
- Modified Argos datablock JSA0005 to include an additional parameter and OLAP cube functionality. This new datablock will replace three existing datablocks in Argos and remove duplicate reporting. This was at the request of the Director of Enrollment Management.
- Created scheduled report in Argos to send emails to students who have submitted a FAFSA and are currently not admitted at the request of the Assistant Director of Student Financial Services.
- Created new ApplicationXtender application for storing of CEPS Department Head Evaluations at the request of the Dean’s office of the College of Education.
- Performed user maintenance on several ApplicationXtender accounts per CSRs.
- Created Argos report for HR to list active employees by year as of Nov. 1 of each year.
- Modified Argos Approver Timesheet Notification to go against PTRCALN to better determine when to send approvers notification (3 days prior to deadline).
- Researched errors with postage charges posting to finance. Discovered error was due to mail center’s software upgrade. Got new files and corrected posts to Finance.
- Submitted 1098-T & 1099 IRS files to IRS website
- Participated in conference call concerning withdrawals for the Campus Receivables Collector setup. Provided script to Eileen Meyers to identify current terms and which students have withdrawn during the current terms.
- Attended Ellucian Live Conference April 6th – 9th.
- Created new report to select by state any students who have taken online classes exclusively for any selected term.
- Loaded parking citations April 1st and April 14th.
- Researched briefly the impact of the Learning Community Feature with College Scheduler.
- Participated in a conference call with Ellucian and Graduate Admissions to determine the requirements for the implementation of Recruiter in Graduate Admissions.

- Met with the ALEKS committee to facilitate the implementation of ALEKS for math placement.
- Currently in the process of a major upgrade to the administrative backend to the Parking Permit (Decal) system. Several requests from the Internal Auditor and University Police are being implemented to insure accurate data with the issuance of parking decals. The changes to the system are scheduled to go live in June.
- Created new ApplicationXtender account to store records related to dismissal, suspension, and reinstated students at the request of the office of the Vice Provost.
- Modified Argos datablock JRS0009 to include personal email address and prior college information at the request of Scholarship Coordinator.
- Performed user maintenance of ApplicationXtender accounts as requested through various CSRs.
- Performed cleanup of duplicate records as identified by Office of Student Financial Services.
- Wrote Argos report JPP0014 for HR to list all current TIAA deductions.
- Attended Ellucian webinar for the US Affordable Care Act Background and New Reports.
- Created and modified Argos accounts for users.
- Participated in interview process of prospective employees for the Programmer position.
- Wrote new PL/SQL program to set the release indicator to 'Y' on any auto holds coming in from the CRC System. The program also removes any expired holds that the CRC System has created in Banner. This is to ensure that the auto holds from the CRC System follow our current hold process guidelines. Greg and Brandon assisted in getting this job setup to run via cron daily.
- Created new report to extract ACT and SAT test scores for Communication Majors for the Department of Communication reaccreditation review.
- Ran confirmation edits on April 21st , April 28th, May 5th and May 19th.
- Ran the confirmation process to drop classes for May Four Week, May Six Week and May Twelve Week on May 7th.
- Loaded parking citations into student accounts receivable on April 15th, April 23rd,
- Researched briefly the impact of the Learning Community Feature with College Scheduler.
- Created Banner user accounts and or reset banner MyJSU-TEST access for all member of the student testing team.
- Compiled modifications to a script to build all Spring 2014 graduates file to be used to load into the JSU alumni database.
- Completed Banner pre-requisites for integration with Recruiter 3.5 in the Test database.
  - Extender patches: rpe1-e0lhr\_ext80300, p1-csr3mr\_ext80300, p1-csr3mr\_ext80300
  - LDI release 8.0.2 and patch p1-csr4bx\_int8000201

- Banner Database Extension Utility
  - Oracle Text 11.2.0.2
  - Student INB release 8.6, 8.6.1, 8.6.3 and patch pcr-000106176\_stu8060002
  - Banner Faculty and Advisor Self-Service release 8.6
  - Banner Student Self-Service release 8.6
  - Recompiled all Banner C and COBOL programs
  - Recompiled all Banner forms
- Install Financial Aid release 8.20 INB and SSB releases TES8.
  - Patches pcr-000111383\_res8200001, pcr-000111131\_stu8060301, pcr-000111531\_res8200002.
- Payroll patch in TES8 pcr-000107579\_pay8100110 for the ACA deduction.
- Added wording to Faculty and Advisor SSB and to Student SSB to help make clear what is under some of the heading on screens.
- Completed modifications to the Student and Faculty Advisor degree evaluation pages to change the order that the options are listed.
- Completed United Educators online training course, “Workplace Harassment Prevention – Faculty & Staff”, presented by the Jacksonville State University Office of Human Resources.
- Reconciled Student Accounts Receivable to the General Ledger and reviewed Financial Month-End Processing for financial period ending March 31, 2014.
- Worked with Argos Administrator and Help Desk to resolve Argos access issues for Bursar’s Office.
- Participated in Virtual Ellucian Live 2014 Conference held April 6-9, 2014 from Anaheim, California.
- Wrote Adobe Software Audit script. Provided Controllers and the Office of Purchasing with information on all Adobe Software purchases made by Jacksonville State University from Fiscal Year 2007 through Fiscal Year 2014.
- Tested Banner Finance forms and tables for the initial database release for Banner XE.
- Provided support to Bursar and Financial Aid Analyst in testing new CRC Campus Receivables Collector System. Resolved out-of-balance in current Production CLM Campus Loan Manager System and Banner Finance Account 13010 Student Loans Clearing.
- Participated in a meeting to discuss the university’s requirements for reporting about information pertaining to the Affordable Care Act.
- Participated in the kick off meeting for the HVAC project in the Doughty Hall portion of the Computer Center.
- Participated in two meetings to discuss the reconciliation of summer camp information between the Aceware software and Banner Finance system.
- Completed major upgrade to UPD Parking Permit (Decal) system. A complete rewrite of the backend administrative portion of the system was required based on requirements

from University Police and the Office of Internal Audit. Completed training session with UPD staff/student workers on the use of the newly designed system.

- Began training of new Computer Programmer in our department on the use of Argos Enterprise Reporting Suite for student reporting, and Banner Document Management/ApplicationXtender.
- Created Argos Datablock JST0910 and related reports to report data related to Student Financial Responsibility Acknowledgement as requested by Bursar.
- Modified Argos Datablock JRS0009 at the request of Student Financial Services to return student type based off General Student Record instead of previously reported Admissions Record.
- Created new ApplicationXtender accounts and related permissions as requested on various CSRs.
- Made modifications to ApplicationXtender security group permissions on student related applications (B-S-ADMN and STUDENT-RECORDS) as requested by Registrar. The Scan/Index security groups in these applications no longer have delete document permissions. A new security group named Scan/Delete can be assigned to users that have the ability to scan documents and delete documents. The Registrar will specify which users have what permissions to these student related applications.
- Wrote two new Banner Job Submission processes to load parking citations into Student Accounts Receivable. First process loads transactions into a temporary table and flags faculty/staff, duplicate, or old transactions into Student AR – to ensure those do not get loaded into Student AR. The second process pushes the transactions from the temporary table into the accounts receivable table and then generates a report of what transactions were loaded and which transactions were not loaded into the system. Will continue to test this process to ensure no issues arise and then will turn this process over to Operations.
- Currently training new programmer position on Banner system and basic SQL.
- Ran the edit confirmation process on May 26th, June 2nd, June 9th, and June 16th. Ran the void confirmation process on June 4th.
- Loaded parking citations into student accounts receivable on May 20th and May 30th. Internal Audit is currently auditing UPD, so I have been instructed to hold off on loading any more parking citations until internal audit has reviewed the data that UPD is sending to us to push into Accounts Receivable.
- Working on scripts to delete all sought degree records from the database, as requested by the Registrar's Office.
- Completed Banner pre-requisites for integration with Recruiter 3.5 in the Production database.
  - Extender patches: rpe1-e0lhr\_ext80300, p1-csr3mr\_ext80300, p1-csr3mr\_ext80300, p1-9rgrqb\_ext80300, p1-4w4ipu\_ext80300
  - LDI release 8.0.2 and patch p1-csr4bx\_int8000201

- Banner Database Extension Utility
  - Oracle Text 11.2.0.2
  - Student INB release 8.6, 8.6.1, 8.6.3 and patch pcr-000106176\_stu8060002
  - Banner Faculty and Advisor Self-Service release 8.6
  - Banner Student Self-Service release 8.6
  - Recompiled all Banner C and COBOL programs
  - Recompiled all Banner forms
- Install Financial Aid release 8.20 INB and SSB releases in the Production database.
  - Patches pcr-000111383\_res8200001, pcr-000111131\_stu8060301, pcr-000111531\_res8200002.
- Payroll patch in Production database pcr-000107579\_pay8100110 for the ACA deduction.
- Applied student patch in the Test database pcr-000108738\_stu8060101.
- Completed modifications to Financial Aid SSB to customize data displayed for students.
- Reconciled Student Accounts Receivable to the General Ledger and reviewed Financial Month-End Processing for financial period ending April 30, 2014.
- Revised Internet Telecommunications Use Charges Script to include Housing updates and new rates for Summer Terms 2014.
- Wrote Argos Accounts Receivable DataBlock JST0210 – Account 13013 Student Loans Clearing, which provides a current production report of detailed transaction activity for General Ledger Account 13013 Student Loans Clearing. This DataBlock, which should normally reflect a zero balance, shows all LMJE and CB1 offsetting entries posted to Banner Finance by the Campus Receivables Collector System and will provide a tool to help identify any out-of-balance situations. This DataBlock provides output available in either QuickView Online Form, formatted banded report, or CSV extract.
- Wrote Argos Accounts Receivable DataBlock JST0210F\* – Account 13013 Student Loans Clearing, which provides a monthly subsidiary report of detailed transaction activity for General Ledger Account 13013 Student Loans Clearing. This DataBlock, which should normally reflect a zero balance, shows all LMJE and CB1 offsetting entries posted to Banner Finance by the Campus Receivables Collector System and will provide a tool to help identify any out-of-balance situations. This DataBlock provides output available in either QuickView Online Form, formatted banded report, or CSV extract. \* *Written from the Banner ODS Monthly Freeze Tables to balance with the General Ledger for a selected fiscal period.*
- Met with Gadsden State Director of Computer Services to discuss Banner Finance Reporting solutions for Student Accounts Receivable.
- Wrote Argos Accounts Payable DataBlock JFA0001 – Vendor Invoices by Transaction Date, which provides a file of JSU Invoices, including all Multiple Vendor Invoice Numbers and related Check information, for a selected range of transaction dates. This DataBlock is used by Controllers to pull Invoices dated between October 1st and November 30th of each fiscal year and downloaded into xls format for the Alabama State

Examiners Audit of the Payment of Accruals. Output is available in either QuickView Online Form, formatted banded report, or CSV extract. This Argos DataBlock uses data extracted directly from PRO8 Banner Finance Production tables because the Multiple Invoice Cross Reference Table FARVINV is not stored in the ODS.

- Trained with Kristin on Banner system, student data, Production/ODS database, and Recruiter
- Trained with Chris on Argos and Application Xtender.
- Created ApplicationXtender application VPAA-STU-CORRESPONDENCE at the request of Vice Provost Office. Gave permission to user accounts roseh and jdelap.
- Created Argos report JSH0045 Student counts by Institution (banded and csv) to provide counts for all first time transfer student for a specified term by institution as requested by the Registrar's Office. Also created a Detail Listing report that will list all transfer work for each first time transfer student for a specified term sorted by the student.
- Restored STUDENT-RECORD folder from September 29 backup and reviewed all document pages that have been deleted since that time to locate any additional pages for student id 000405083 at the request of the Registrar's Office. No missing pages were found.
- Created ARGOS datablock BDMS Security Permissions by Group to decode the ApplicationXtender permissions table and created the report Permissions Assigned by Group to provide a listing of Xtender security groups and what permissions have been assigned to each group. Made modifications to existing report Usernames Assigned by Group to allow it work with new datablock.
- Audited Xtender Permissions assigned by group report to locate erroneous permissions for security groups. Removed delete page access from SI\_B-R-TREQ, SI\_CEPS-TSC-STUDENT-RECORDS, SI\_CEPS-TSC-TEST, SI-PERS. Removed Scan/Index, Batch Scan/Index, and Add Page access from RO\_CEPS\_DEPT\_HEAD\_EVALUATIONS, RO\_DIT\_ONLINE\_ORDERS, RO\_VPAA-ACAD-STANDING, RO\_VPAA\_STUDENT-CORRESPONDENCE.
- Assigned requested permissions for ApplicationXtender STUDENT-RECORDS and B-S-ADMIN. Full rights access for Martha Mitchell and Debra Carmack. Scan & delete page access for ADMSSCAN1 & 2, Julie Maddox, and Kelly Smith.
- Modified the end of day, end of month, and cronjob scripts to run since the database extension utility was run.
- Restored 60GB of Xtender backup data.
- Installed and configured the Tivoli Storage Backup Client on the Administrative Computing workstations.
- Setup new Tivoli Storage policy domain for the workstations that are being backed up.
- Continued to load the HMS deposits into Banner.
- Sent the requested email verbiage for Summer confirmations.

- Continued to work with the Bursar's office and TouchNet support to try to figure why some payments are not posting and why some Payment Plan fees are not being applied.

### **Academic Computing and Network Support**

- Upgraded code/patched both firewalls due to security bulletin that highlighted four vulnerabilities that we were susceptible to.
- Conducted nine phone interviews and two on campus interviews for the vacant Helpdesk Associate position. Ted Chandler was chosen to fill this position and will began work on [May 1st](#).
- 36 quotes were provided in April to users in support of the purchase of computers, peripherals, tablets, etc.
- Resolved longstanding issue with firewall/vpn where one class of users could not connect correctly but others could.
- Several ACNS staff members were part of preparing for the SACS accreditation visit this month working with the visiting team day and night to make sure their technical needs were met.
- Worked with M2 Communications regarding the transition to their Internet Service this summer. Completed necessary forms regarding advertising IP space and Autonomous System Numbers and returned them to M2 and Windstream Communications.
- Replaced more than 70 XP PC's with Vista PC's in several labs and all the OPAC floor PC's of the library.
- Cleaned out the storage room downstairs and turn in more than 30 old PC's and unneeded equipment. This room will become Andrew's office in the near future. Physical Plant personnel have also painted the area and are scheduled to clean the carpet.
- Attended Ellucian Live! 2014 and began gathering information and made contacts to move toward our Luminis 5/SSO, identity management project. Identity management will be the key for our systems integration (Office 365) in the future.
- Began preparing requested documentation for the software license review initiated by Adobe. One of the requirements is a product purchase history report of all Adobe software used across the campus of JSU. Purchase history reports, Adobe online licensing tools and Dell invoice reports were used to began the process of compiling purchase proof and inventory basis for Adobe licenses installed on JSU computer systems.
- Worked on getting the newly purchased enterprise SAN installed and configured. Migration to this system will continue through May.
- Upgraded code/patched both firewalls due to security bulletin that highlighted four vulnerabilities that we were susceptible to.
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- 36 quotes were provided in April to users in support of the purchase of computers, peripherals, tablets, etc.
  - Resolved longstanding issue with firewall/vpn where one class of users could not connect correctly but others could.
  - 78 quotes were provided in June in support of the purchase of computers, peripherals, tablets, etc.
- Traveled to New York with Print Shop personnel to advise on a software interface to a proposed printing system as well as networked hardware.
- Completed the PCI compliance survey regarding swipe card machines/policies on campus as required by our credit card processor. This survey is separate from the online transaction survey completed in May and is related to the use of credit card swipe machines located out on campus, (i.e. Drama).
  - First phase of ISP migration was completed. JSU has migrated to M2 Communications as its ISP during (this actually occurred in the first week of July - was not sure if you wanted to mention this or not).

### **Telecommunications**

- We began work on our Impulse Point Identity Connect appliance/system. This will allow users on the JSU wireless network and the JSU Housing network to enroll their devices for network access. This system will be implemented fully beginning in August.
- We are testing Adtran's Bluesocket wireless system. We have two AP's that we are using for the test.
- Ryan Communications installed single mode fiber in Logan, Patterson and Pannell Halls for an upcoming cable television bid. The Telephone Center was involved in getting this accomplished.
- We are investigating a few new voice communications systems. We hope to have funding soon to implement a new voice system that has enhanced capabilities.
- Our voice mail server had a few hardware issues over the past couple of months. Black Box and the Telephone Center have worked together to resolve the issues.
- We are still planning and preparing for the one-to-one device initiative. We hope to have the funding to install the necessary, additional equipment beginning this fall.
- The Brewer Hall network was upgraded to a 10 gig connection this month.