

Hill College RFP 2627-002 Discovery Day-20260930_130127UTC-Meeting Recording

September 30, 2026, 1:01PM

4h 0m 0s



Hill College Events 1 0:05

Ethan's got it. Ohh, I didn't see Ethan back. My sorry, Ethan's got it.

And so we have

John, I know is Jen Savar. Hey, John. Hi, John. And Barb, I Barb, I do not know. Barb is with with Jen Savar.



John Andreyko 0:23

Good morning.



Hill College Events 1 0:34

That's what we have right now, folks. Are you ready? Yes, sir. Well, good morning, everyone. Welcome to Hill College. My name is Tom Mills. It's my pleasure to be the president.

We are here to serve you today and answer any questions we can to the best of our ability. Our goal is to inform you and so you can inform us about what is and isn't possible. My team has very

specific directions, and that is to, you know, given that this is arguably the biggest decision we make as an institution, make the best decision we can in the best interest of Hill College. And it's a daunting process. We realize that. We've been through it before, almost all of us. And so we're ready to do the work that's necessary.

But today we are here to serve you and answer any questions that you all have about our needs and operations and so on and so forth. So I will not be with you the entire day, but I will maybe be ducking in and out, but my team is loaded and ready.

Back to you, Kevin. Thanks. I think I know most of the people in the room, but I'm Kevin Ross. I'm the Chief Information Officer here, the Vice President for Information Technology and Learning Innovation. Just a few kind of kind of ground rules going over and kind of reiterate what the President said.

Today is what we call a discovery day. This is not a day where you need to present us anything. This is for you to ask us questions. You know, on page three, you know, line 7, you said you want this. Can you please clarify that kind of deal? We do understand that in the course of this discussion,

you may have a question that may be a little sensitive because you don't want to divulge proprietary information. So you do have until Friday to be able to submit those kind of questions to Katrina and get those answers. And those will, if it's deemed proprietary, you know, Information, then those will stay private. They know it won't be shared with everyone. I also think that we're going to have time in between sessions today. We have a lot of time that's there, so I think it is also appropriate if you, you know, if you do have something, if it is not proprietary, we do ask that you open it up in the main session. This saves us at all from having to have the same conversation five or six different times with people. We will, I guess, go on a kind of, you know, first come, first serve kind of a intuitive ask the questions and we can just, you know, go from, you know, from there.

Yes, sir. I guess clarification. I just want a clarification question, just because you stated if we don't want to respond to something, is that what we're adding to the RFP? So like, let's just say I get a question asked, I answer it. Do I still need to put that in the RFP response? It's going to be kind of the other way around. You're going to ask the question and we won't answer it. We're not here to, we're not going to ask you questions of how do you do things and less that.

Unless a question that you ask us, right? So, if you ask a question and we give you clarification, Katrina correct me, that will be that will be part of, yes, it'll go into the last agenda. It'll go to the last agenda, and everyone will have a copy of...

The recording availability, if they so choose, to have a copy of the recordings that we have.

JA **John Andreyko** 4:13

Yeah, that was going to be my next question, if we were recording it or not. So thank you.

H **Hill College Events 1** 4:17

Yes, sir. Yes, sir, we will. So before we get started, I think just kind of a quick round of introductions around the room. You know us too. So Katrina, do you want to start?

I'm Katrina, Director of Procurement. I'm Tiffany DeAx. I'm the coordinator for Information Technology and Learning Innovation. I am Melissa Boyle, the VP Administrative Services and the Chief Financial Officer.

I'm Lizza Ross. I'm the Vice President of the Student Experience, so essentially the

Student Services.

I'm Jaime James on the contrary.

You know us. Sheila Pederson, Vice President, Student Learning and Success.

Kathleen Pustejovsky, Dean of Enrollment Services.

All right, we would love to know who our guests are. I don't know them in any absolutely. So, you know me, Ron Warlock from Jenz Bar. Nice to see you everyone

again. Sarah Markey, I'm also from Jenz Bar. Jennifer Hughesline from Jenz Bar.

Jeremy Bennett from Jenz Bar.

Kindergarten, I'm the couch receiver, Angelo Washington, get cashier.

Keeping it Awtrey.

Network Administrative and Audio Visual. I do like our titles here. We can fill up that whole line. We don't need a lot of white space. My name is David Deal. I'm with

Workday and Eric Monroe with Ellucian.

And if the people online want to just kind of let us know.



Wim Rosendahl 5:48

Wim Rosendahl, ERP analyst.



Ray Bell 5:49

I'm Ray Bell, Director of IT.

Ray Bell, Director of IT.



Hill College Events 1 5:58

John, you said hello to you.



John Andreyko 6:00

John Andraco, Senior Solution Consultant with Jenzabar.



Hill College Events 1 6:01

Yeah.

Barb.



Barb DeYoung 6:06

Hi, Barb DeYoung from Zinza Bar.

H Hill College Events 1 6:09

And David.

SD Schroeder, David 6:11

I'm David Schroeder from Ellucian.

Nice to meet you all.

H Hill College Events 1 6:18

Okay.

Well, if there's no other questions in terms of how we're going to go, the first one that we're going to talk about today is finance.

SD Schroeder, David 6:38

Okay, I'll start in then if no one else is. Just a couple of basic questions out-of-the-box here. Your fiscal year, are you a July? No, you're probably September 1st to August 31st. Is that correct?

H Hill College Events 1 6:51

Yes, that's correct.

SD Schroeder, David 6:53

Got it. And what does your Gill structure look like today?

H Hill College Events 1 6:58

We have several fund balances. We have an agency fund balance. We have a A fund balance for our Hill College campus and a fund balance for... our Johnson County campus. Plus, we have agency accounts, scholarship accounts, and Grant fund balances, and then they all have income, expenses, and assets in those various structures.

SD Schroeder, David 7:33

Okay, how many characters long as... Go ahead, someone else had a question, I think. Go ahead.

H Hill College Events 1 7:33

H

Ohh.

We usually start, the characters long as far as, we usually start with the fund balance. Then we have a four digit department code and then a five digit expense or object code.

SD Schroeder, David 7:55

And it sounds like you got a piece there for location as well, since you got multiple campuses.

H Hill College Events 1 7:59

That'll be the fund. That's the fund. Two-digit fund code, which terms location.

SD Schroeder, David 8:03

Okay, thank you.

I don't want to hog all the time if other people have questions as well.

H Hill College Events 1 8:14

Yeah.

Oh, good. Go ahead. I don't see anyone raising their hand yet, so go ahead and fire away.

SD Schroeder, David 8:21

All right, let's just keep going then. So is the current Gill structure, is that meeting your needs today or are there changes you want to make to that structure?

H Hill College Events 1 8:29

The only change that I would like to make is a project type code at the end to track large renovation projects and those type of things.

SD Schroeder, David 8:38

Got it. So it's important for you to track that project code. What if you could track that project code outside of the general ledger? Would that be even better for you?

H Hill College Events 1 8:47

That's an option, yes.

SD Schroeder, David 8:48

Okay.

Both Lucian, we'll talk about that. So you don't have to necessarily learn a new structure.

All right. I'm going to keep going if no one else has questions here. I'm a little concerned for the other vendors if they're not interested in what you're doing today. But let's just keep going. Let's talk budgeting. What is your budgeting process look like today? Are you budgeting on spreadsheets? Are you budgeting within the software? What does it look like?

H

Hill College Events 1 9:07

Okay.

We budget within the software.

SD

Schroeder, David 9:18

Okay, and how's that going?

H

Hill College Events 1 9:20

Good.

SD

Schroeder, David 9:21

Okay, so you budget with the software and you press a button and it posts right to the general ledger.

H

Hill College Events 1 9:28

We have to go in and improve each individual worksheet.

And after adjustments are made and then after that takes some time because we have a lot of worksheets and then...

They roll into larger worksheets and you have to approve the larger worksheets. And then after all worksheets are approved, we hit approve by board and then it posts into.

Is this one?

SD

Schroeder, David 9:54

Okay.

H

Hill College Events 1 9:58

Good.

No, no, no, no.

SD **Schroeder, David** 10:03

I see someone shaking their head no, that's good. Who is that shaking their head no, I can't, I apologize, someone in the corner there.

H **Hill College Events 1** 10:04

But.

The.

Um, Melissa.

SD **Schroeder, David** 10:10

Melissa, thank you very much, Melissa.

H **Hill College Events 1** 10:11

See your phone.

SD **Schroeder, David** 10:13

Thank you very much. Good, that's good. Let's talk about the budget, about seeing the budget once it's been posted. Can people see their budgets in real time?

H **Hill College Events 1** 10:22

Yes.

SD **Schroeder, David** 10:24

Okay, got it. Good. Let's keep that going then.

H **Hill College Events 1** 10:26

And.

SD **Schroeder, David** 10:29

I'm taking notes as we're speaking here, so bear with me just one moment. And how far, how far detail can they get to see that budget actuals?

H **Hill College Events 1** 10:35

It's.

Say again.

SD **Schroeder, David** 10:41

How do they just see just totals for the budget total budget for the?

H **Hill College Events 1** 10:41

No.

No, we can drill down into Transition.

SD **Schroeder, David** 10:47

Perfect. Let's keep that going. What about attack?

H **Hill College Events 1** 10:50

One thing I would love is if they can export their transactions into an Excel document.

SD **Schroeder, David** 10:55

So you can't, okay, you can't. All right, well, with Ellucian, we'll show you, we can do that. You can export things right to Excel. In fact, we've got that export button built throughout our Ellucian products here, so you can export wherever you want, basically, and get it right to a spreadsheet-friendly. Excel,

H **Hill College Events 1** 10:55

They currently cannot.

Internet.

SD **Schroeder, David** 11:15

numbers, whatever spreadsheet you want to use today.

H **Hill College Events 1** 11:18

Those kind of those kind of things will kind of put in your proposal, will kind of keep the...

This is how we do it.

off today, we kind of keep this focused on just questions and questions and answer kind of deal if we could. Thank you, David.

SD Schroeder, David 11:31

Not enough. Fair enough. Fair enough. Okay, good.

JA John Andreyko 11:33

Yeah, we'll showcase that same thing during our demonstration as well.

SD Schroeder, David 11:41

All right, so people can see their budgets in real time. Can they see past year's budgets?

Okay.

And, and future year, in case you're working on a budget for the future year as well.

Okay.

What about grants or capital projects, seeing as that cross over that July 1st start date?

Let me rephrase that. I'm not sure if you heard that correctly. I was asking, so we were just talking about budgets. Anything that falls between July 1st, I'm sorry, from September 1st to April 30, August 31st. I'm sorry, trying to do my dates right. But do you have great, you mentioned projects. You want to add a project ID to the GL account number.

So that leads me to believe you've probably got maybe grants or capital projects, something that crosses over that July 1st start date. If so, how are you tracking those today?

H Hill College Events 1 12:38

Right now, we do it Excel. If we need to move anything to CIP, we're not utilizing anything in Jansabir to track projects.

SD Schroeder, David 12:48

Okay, so grants are tracked outside the system today.

Okay, in spreadsheets. All right, I'm taking notes here. Interesting.

Is let me ask, is it is that is that a preference to keep it tracked in a spreadsheet or would you like to track it within the software itself?

H Hill College Events 1 13:08

I would prefer in software.

SD Schroeder, David 13:11

Okay, good, good, good, good answer.

Okay, and would that include the ability for like your PIs and PMs to see their budget, their spend against their budget, the details of that, as well as you reporting against all that information in analytics and data reports?

H Hill College Events 1 13:36

Yes, everything. All of them. Be nice.

SD Schroeder, David 13:40

Got it.

I'm going to pause here again to see if any other vendors have questions.

H Hill College Events 1 13:44

Ohh.

Yeah, I think John's got, I think John's got some questions, maybe.

JA John Andreyko 13:53

Yeah, I was just curious if you're doing validation against the budget today.

So as you spend, are you validating the budget that's established?

H Hill College Events 1 14:05

I don't know what that means as far as are we spending up to the budget?

JA John Andreyko 14:10

I mean, are you doing?

Yeah, are you doing budget checking as you go?

H Hill College Events 1 14:15

Yes, yes. I mean, that's part of our purchase process. It like alerts us if it's over budget. Yes.

JA John Andreyko 14:21

Great. Perfect. Thank you.

H

Hill College Events 1 14:24

Yeah, that's not at a requisition level. We see on our end, we can see, you know, if it's over budget or under budget and our admins can go in and see where we're doing on any of the budget lines who can do that currently now.

JA

John Andreyko 14:39

Great. Thanks for that.

I had a couple of qualifying questions from the RFP. You had mentioned in receiving in cashier that you ought to split the subsidiaries. Can you elaborate a little bit on that?

H

Hill College Events 1 14:59

Yeah, just so we pull up the question, what page do you know what your?

JA

John Andreyko 15:03

Oh, I don't have, I wrote it down in my notes. I didn't document read.

H

Hill College Events 1 15:08

Just give us a second, we'll search, we'll search and pull it up.

JA

John Andreyko 15:12

Oh no, I can do the same thing on my end. Give me a second here.

H

Hill College Events 1 15:16

On P.

JA

John Andreyko 15:19

I'm sure it was related to accounts receivable would be my gift.

H

Hill College Events 1 15:25

State of Village.

SD

Schroeder, David 15:42

Well, John searches. Let me ask a few more questions while he's doing that, looking up that information. Let's talk a bit about procurement. What is your procurement

today? Is that is that a paper process? Is it an online procurement process? What does that look like today?

H **Hill College Events 1** 15:54

Yeah.

One, it's through the system.

SD **Schroeder, David** 15:58

Okay, perfect. And as John asked, it sounds like it's verifying, it is verifying budget availability as well at that time during procurement.

Does that include attachments? Can you do attachments for your procurement process? I see a head nods. Good. Okay.

H **Hill College Events 1** 16:13

Yes.

JA **John Andreyko** 16:16

Yeah, um...

H **Hill College Events 1** 16:16

John, once you're once you're ready, let's let John get back in his. Go ahead.

JA **John Andreyko** 16:20

Yes, sir. Thank you for that.

It was number 18 on, yeah, page.

H **Hill College Events 1** 16:25

That receiving automatically splits a single payment to multiple subsidiary accounts based on user defined priority. So I believe Eve, Angela, you'll have to correct me if I'm wrong, you have to select if you want what accounts you want it to go into and it can split the payment into multiple GL accounts.

JA **John Andreyko** 16:32

Yeah.

H **Hill College Events 1** 16:46
Did that answer John? Yeah.

JA **John Andreyko** 16:47
Yes.

Well, you had mentioned automatically, so I'm, I guess I'm trying to understand, you know...

H **Hill College Events 1** 16:53

I think she has some predetermined items that she can set up. You know, receive codes and it will automatically send it to where it's supposed to go. So she set that, set those up in the beginning, like a code 50. I'm just making that up, Angela. And so it knows in code 50 that it's going to split amongst.

X, Y, and Z, or however the split is, so then she doesn't have to manually split those every time. It automatically divides the amounts, however we set it up, correct?

Yes, we are like if we're going to use suspense sometimes and then maybe we'll move it if it's a split split, but like I can do one receipt to one code to three different things. Yeah, like if they wanted to make a donation to membership dues or for a museum and they want to donate somewhere else, I can do that all on one line with codes.

JA **John Andreyko** 17:49

You also had a mention in there about estimated bill prior to registration. Are you attempting to do some type of budget billing for your students?

H **Hill College Events 1** 18:03

No, so before their semester.

So we do like a preliminary bill before the semester starts, and then we do a final bill, and that is when financial aid comes in and all of their financial aid is posted. So their free bill is just kind of like if they sign up for classes and they want to see what the bill would be, it doesn't change until we say this is the final date.

TH **Tyler Haitsma** 18:23
Yeah.

H **Hill College Events 1** 18:32

and then it posts to their account because then if we, if they're changing their registration before school starts, you're going to have a lot of drought bad stuff on there and so to make it cleaner, it's just like a preliminary bill.

JA **John Andreyko** 18:46

Got it. Yes, ma'am. I got a little confused when you said prior to registration. So that's where I was a little confused.

H **Hill College Events 1** 18:47

Right.

Yeah, and it's not the first day of class, it's way before the first day of class, their actual bills, but I was just making this.

JA **John Andreyko** 18:59

Great. So you want estimated and actuals. Got it. Thank you for that clarification.

SD **Schroeder, David** 19:05

Are you all saying that students sometimes drop classes and make changes before a start date? That never happens in higher ed.

H **Hill College Events 1** 19:13

Yes.

SD **Schroeder, David** 19:13

Thank you for laughing.

H **Hill College Events 1** 19:17

John.

JA **John Andreyko** 19:18

Yeah, I just a couple of others. Are you doing anything with TASFA today?

H **Hill College Events 1** 19:25

Ask them.

JA **John Andreyko** 19:26

Yes.

H **Hill College Events 1** 19:28

No, not as much as we used to.

JA **John Andreyko** 19:30

Okay. There was one comment that was mentioned in the financial aid manager general functions area that said system provides a configuration that supports the way our office works.

Can you expand on that a little bit of what those specifics might be?

H **Hill College Events 1** 19:56

I think it would really have to be in the demo area.

I think that just clarifies, like in the demo area, if it just doesn't feel like it's going to support, like I don't think there are any specifics, but overall general statement. Yeah.

JA **John Andreyko** 20:10

All right. It was just a question in the RFP that was for an answer. So that's why I just wanted a little bit of clarification. I appreciate that. You also mentioned a third party servicer in financial aid. Are you outsourcing any of the financial aid activities?

H **Hill College Events 1** 20:14

Yeah, absolutely, yeah.

No, sir.

JA **John Andreyko** 20:29

OK, so everything's in-house.

H **Hill College Events 1** 20:31

Yes, sir.

JA **John Andreyko** 20:32

Does that include your verification processing?

H **Hill College Events 1** 20:36

Yes.

JA **John Andreyko** 20:37

Okay, perfect. And can you expand a little bit on your term within a term awarding that was mentioned in the RFP?

H **Hill College Events 1** 20:50

So...

Financial aid follows the complete term, I will say. So the full 16 week as far as awarding goes, it's registration that follows the subterms within the system. So we're always awarding based on total hours enrolled, whether that's a subterm or the full 16 week term.

JA **John Andreyko** 21:13

Fantastic. Is that a fall spring typically?

H **Hill College Events 1** 21:16

Fall, spring, and summer.

JA **John Andreyko** 21:17

Okay.

So is your summer your trailer or your header?

H **Hill College Events 1** 21:22

Trailer.

JA **John Andreyko** 21:23

Okay, perfect.

Thank you for that.

Those were the clarifying questions I had for the RFP side of things. I appreciate all those details. Thank you so much.

H **Hill College Events 1** 21:38
Absolutely.

JA **John Andreyko** 21:39
Look, I'm pretty excited about coming, you know, coming and doing some demoing for you all, so...

H **Hill College Events 1** 21:45
Yeah, and so I actually probably should have, I thank you for bringing that up, John. So today is Discovery Day to ask the questions. You all, if you invited to, and I think pretty much assume that everyone here will be invited, you'll be able to schedule a day to come or multiple days to come actually demonstrate your, you know, demonstrate your project.
David, we haven't heard anything from y'all. Do you have you or your Taylor going there? I don't know if he has any questions.

TH **Tyler Haitsma** 22:16
Yeah, hey, can you hear me?
So, I've been hanging out.
Listening, just let me get my screens right. So thanks for hosting this morning. I'm sort of interested in higher level investment objectives for a project like this. So in reading the RFP, there's of course hundreds of checklist items, but
As part of being a good partner, we want to make sure we're enabling sort of key ROI metrics and outcomes for you. So I'd love to hear any commentary on that.

H **Hill College Events 1** 22:58
I'm not sure I understand the question. Can you clarify that question a little?

TH **Tyler Haitsma** 23:03
Just looking for key objectives you want to obtain through a technology project.

H **Hill College Events 1** 23:13
I'm saying, well, can you have Jackson from from from the so from the IT standpoint or because right now we're talking finance. Right. I think, though, I think our overall

objective is to find a software that improves student success to see outcomes and that supports the services of the college to where we're offering better services.

TH **Tyler Haitsma** 23:21
Yeah.

H **Hill College Events 1** 23:33
and really just supporting the students through the whole process.
From an IT standpoint, we could talk about this when we get to the, I think, we don't really use the product. We help support the people who use the product. So the most important thing for us is that they're happy and that it's easy to use. It's easy for our faculty and staff to use. It's easy for the students to use.
And it's reliable.
And I'll just piggy on, I mean, obviously I'm the Vice President of Student Experience, but I want a system that's student-centered and provides a good student experience for students.
Well, students, students, students.

TH **Tyler Haitsma** 24:17
Yeah, perfect. Sounds good. Thank you.

H **Hill College Events 1** 24:27
Any other any other questions on the from the finance end of things? I have a clarifying question. Go ahead.
Melissa brought up a while ago about the preliminary bill. And I just want to clarify, are you talking about the anticipated aid? No, we can run it to where it's a preliminary bill to where it's not and it runs. Kendall, you might can speak on it. Like we can run preliminary bills and not make them real actual bills until a specific date. We don't tend to use that a lot right now, but it is a function of Gens Bar. I see what you're saying. Yeah, whenever it turns into, yeah, at the actual, yeah.
I got you. Okay. And that can please me too. Yeah, because now a student can register and look at C and they can run the bill. They can obviously know what it is. So we have one preliminary aid runs. It's an at F batch. We can do the same thing with charges. Yes. It would be an at C or something.
And then I must, I don't know.
I guess there's a.

Is there a preliminary option when we look at the statements? Yes, I know when there's a in the billing box, there's a preliminary or you govern it that way. Yep. We, it's there, we just don't. I was going to say we don't typically use it. No, but it is there. And something that we ought to.

I was a little confused. Yeah, nothing to do with me.

JA **John Andreyko** 26:09

I do have just a couple more questions if you don't mind. Are you in?

H **Hill College Events 1** 26:13

Absolutely, we have, we have.

You got a whole half hour of questions to go, so go right ahead, OK?

JA **John Andreyko** 26:20

Are you currently encumbering funds?

H **Hill College Events 1** 26:23

Yes, we are.

JA **John Andreyko** 26:24

Okay, perfect.

Payment plans, are those being done in-house with a third party?

H **Hill College Events 1** 26:37

The third party.

JA **John Andreyko** 26:38

Who is that? Do you mind sharing?

H **Hill College Events 1** 26:41

I got a meadow is for past due payment plans and Herring Bank is current current terms.

JA **John Andreyko** 26:49

All right.

So, Meadow is for your collections and past due.

H **Hill College Events 1** 26:57

Correct.

SD **Schroeder, David** 26:59

Are you looking to take those payment plans in-house or keep that as a third party?

H **Hill College Events 1** 27:05

I like you a third party party.

SD **Schroeder, David** 27:07

Okay, are the students, what's the students paid to set up those payment plans through Herring Bank?

Do you know offhand how much that is?

H **Hill College Events 1** 27:14

The current ones are a \$35 enrollment fee.

SD **Schroeder, David** 27:18

Okay. Would you be curious at all to bring that payment plans in-house automatic and actually instead of having the students pay the bank, Herring Bank \$35, have them actually have that come to Hill College instead?

H **Hill College Events 1** 27:33

I don't think that we have the capacity to do that now.

SD **Schroeder, David** 27:37

Okay, but that's something that could be of interest then if you had that capability.

H **Hill College Events 1** 27:42

No, I'm saying I don't think internally staffing wise we had that capability to do that. So no, we would like to keep it third party for now.

SD

Schroeder, David 27:49

Okay, not a problem. Thank you.

JA

John Andreyko 27:51

Is Haring Bank charging you a credit card convenience fee?

H

Hill College Events 1 27:56

Yes. Yes, I do.

JA

John Andreyko 28:10

Do you have any non-student receivables that you're managing?

H

Hill College Events 1 28:15

And we do. Those are mainly done outside of the system and a very manual process currently.

SD

Schroeder, David 28:27

Would you want to track your non-ARs? You want to keep track of them outside the system, or is that something you would like to do, track it within the system itself?

H

Hill College Events 1 28:34

We'd like to track it in the system.

SD

Schroeder, David 28:36

Thank you.

H

Hill College Events 1 28:42

Would that also go that would that this is my question for my team, our team. Would that also include like the desire to be able to take donations?

In, was that separate? That's a total separate, 'cause I know we put back over into... Into our legendary.

Third party bill. Oh, third party bill. Oh, but we haven't said that. Yeah.

Yeah, I'm not saying it's not capable of doing some analysis, so we're done with it.

SD

Schroeder, David 29:27

If I could ask a few questions on the accounts payable side of the house, if that's okay. How are your payments going out today? Are they all paper checks? Are they going out to student accounts, EFT? What does that look like today?

H

Hill College Events 1 29:41

We have a mix of ACH payments and check payments for vendors, student refunds, our checks and ACH as well. The ACH file is handled through Herring Bank as well.

SD

Schroeder, David 29:56

Okay, what about what about employee reimbursements? I'm sorry, I paused there. Was there a follow-up I missed?

H

Hill College Events 1 29:56

Yeah.

No, employee reimbursements are the same way. Most of them are ACH. We may have one or two that are budget.

JA

John Andreyko 30:01

Mm.

SD

Schroeder, David 30:08

Okay.

TH

Tyler Haitsma 30:14

How are those employee reimbursements submitted? And, you know, again, thinking about an investment, how would you like that to function?

H

Hill College Events 1 30:22

So they are submitted just the same way as any purchase rack is. It's just like they're set up as a vendor, basically.

TH

Tyler Haitsma 30:30

Okay, so you've got an employee record, a vendor record, you're executing payment against the form they submit.

Okay.

SD

Schroeder, David 30:42

I'll ask you a good question there. You've got an employee record or a student record, you've got a vendor record. Are those the same IDs across all those or are those different ID numbers?

H

Hill College Events 1 30:55

Students are all under.

Yeah, they're under their student ID, vendor numbers. No students. They're different, so they're separate. All students fall under.

SD

Schroeder, David 31:09

They're separate.

So, let me clarify questions to make sure I understand.

H

Hill College Events 1 31:14

I saw that.

SD

Schroeder, David 31:16

Well, I'm gonna pause for a second; sounds like there's some insert internal.

H

Hill College Events 1 31:19

Yeah, we're having a little internal discussion. When she has to refund a student, not me. When, so when I do like student refunds, yes, it goes to the student's account.

But if Kim ever has to do a student refund, it, well, no, that's not true either.

It hits the student's account, but if you ever have to go look it up, it all falls under, all students fall under moms, even if Kim has to do it or not. Black accounts people has to do it. They're their own, all students fall under the same vendor number, but it can hit the student's account.

Like the student statement, the student side, the student ID number.

Yep.

SD

Schroeder, David 32:04

Interesting. So on the on the on the true finance side, the accounts payable side, when you've got those payments, this payment voucher invoices going out, they're not being tracked to that student's ID number at all. You said there's just one general vendor number for all student refunds.

H **Hill College Events 1** 32:19

Yes.

If you're if you're looking at it through the AP, yes, AP side, correct?

SD **Schroeder, David** 32:30

Interesting. So that student ID number does not follow it all the way through from the student side to all the way through accounts payable and payments. It's almost like it's two systems there. Interesting.

Thank you. I thank you for the clarification.

I'll keep going then. What about fixed assets? Are you tracking fixed assets within the system, outside the system? What does that look like today?

H **Hill College Events 1** 33:04

For tracking on the system, we have to the process is we run an AP report and determine our threshold is \$10,000 now. So anything over \$10,000, I have to look at all the AP reports and then I have to manually enter them in the system.

JA **John Andreyko** 33:06

Yeah.

H **Hill College Events 1** 33:26

as a fixed asset. So it's a little bit of Excel work and then entering it into the system.

SD **Schroeder, David** 33:35

So you can't flag an item during procurement.

H **Hill College Events 1** 33:38

I think the system is capable for that. It just whenever we, whoever set it up, whenever they started, does not, did not set it up. But the system is capable to flag it for us to review. We just were never set up to do that.

SD **Schroeder, David** 33:54

Got it. Okay, so you have another couple, you have more steps there because of that. Interesting. Okay.

H **Hill College Events 1** 33:55

Team.

I'm sure there was a really good reason why I was done with that, but we don't have.

SD Schroeder, David 34:05

I'd be curious why, but OK.

H Hill College Events 1 34:06

Yeah.

None of us were here for that, so, yeah, that's up too. She was here, that's it. Hey, I set up the buildings in the room and I was dying in common. She could be dead.

SD Schroeder, David 34:27

Okay, so it sounds like if I heard part of that discussion right now, you can't track your fixed assets to departments, to buildings, to rooms and such. And if you look up that building or room, it will show what assets are assigned to that room. Is that, did I catch that properly?

H Hill College Events 1 34:41

Yes, yes, if we were to fill in all the bills, yes, yes.

The capability, if I understand, the capability is in that we are not currently doing that.

SD Schroeder, David 34:54

Okay, interesting.

Sales keep, you have some capabilities that just never been turned on, so you're really not using a lot of the system.

Okay, thank you.

What about analytics? Let's talk a little bit about this, analytics. What kind of analytics are you getting out of the system today on the finance side of the house?

H Hill College Events 1 35:20

So...

Oh.

SD Schroeder, David 35:25

I'm sorry, I didn't mean to make that a stumper of a question. I apologize.

H **Hill College Events 1** 35:29

No, I'm done.

We can only get out what?

IT builds us a report for, yeah.

SD **Schroeder, David** 35:39

Okay, so whenever you need a report, IT needs to build the report for you. Okay.

H **Hill College Events 1** 35:44

Right.

Well, there's already existing, or it's already been there, there are reports that that are already been built, but...

SD **Schroeder, David** 35:46

OF.

H **Hill College Events 1** 35:53

They basically need to come to us to build it, to build anything through, and the majority of our financial statements are done through Excel.

basic balance, expense, anything financial statement wise for the audit is done through itself.

SD **Schroeder, David** 36:03

Would.

Would you prefer to do the financial statements outside of Excel? Do it right within the system itself? Would that be preferable?

H **Hill College Events 1** 36:18

Yes, yes.

SD **Schroeder, David** 36:20

Okay.

H **Hill College Events 1** 36:30

Tyler John, any?

I mean, I'm going to let David keep going, because that's what this is for, is questions, but I want to make sure that you all have an opportunity to ask your questions.

JA **John Andreyko** 36:36

No.

Yeah, no, I'm taking notes based on, you know, he's got some very similar questions, so I'm good with.

some of the questions he's asked and made notes and so appreciate all the details.

H **Hill College Events 1** 36:57

Thanks, Taylor.

TH **Tyler Haitsma** 36:59

I'm good for now. I'll probably have some follow-up regarding again.

Just some follow-up items here, but David, keep going.

SD **Schroeder, David** 37:09

Well, John and Tyler, I appreciate that. I've been doing this for 29 years now, so I know higher ed, I know that experience as such, so I know what your needs are. Let's go back to analytics a little bit. So those reports kind of IT, are all those just more like just print out reports or are you getting like graphical analytics? What are you getting out of the?

JA **John Andreyko** 37:19

Thank you.

H **Hill College Events 1** 37:29

We can export them to Excel.

Usually, yeah. Are there PDFs?

SD **Schroeder, David** 37:32

Okay.

H **Hill College Events 1** 37:35

That we can convert to Excel? You're basically just pulling us the data and then we go

in and do whatever we need to do with it. Yeah.

Yeah, they're not, they're not dashboards. We're not creating dashboards. I just want to clarify, we are still on desktop version of Jenzabar. We have not moved to the web version. So I don't know what the web version offers. Let me make sure I clarify my question. I think we're very loaded on a desktop version too.

SD **Schroeder, David** 37:45

Got it, and then you...

Oh.

Would you do you like being tied to the desktop, or would you rather you could access it wherever you are, not just on a?

H **Hill College Events 1** 38:04

Yeah.

Oh no, we're eager to go with. Yeah.

SD **Schroeder, David** 38:12

Just making sure, just making sure.

H **Hill College Events 1** 38:15

And I have my team on here just so we don't create any dashboards type, you know, type deal like a Power BI or anything like that. It's they're just this this that their their reports, their information reports, or or something along that.

SD **Schroeder, David** 38:33

So let me ask, is there anything else on the finance side of the house that I've not brought up yet that's important to you that you need to make sure that I'm aware of for presentations?

H **Hill College Events 1** 38:48

Hi.

I'm thinking, sorry.

SD **Schroeder, David** 38:59

No, it's fair. Take your time. This is your time.

H

Hill College Events 1 39:10

I know that for the finance the financial aid side of things.

Return to Title 4 is a process that requires information from Admin Services, and it would be nice to be able to provide the team with a report of the charges involved with that process. Currently, we have to obtain either statements from Administrative Services or allow limited access to provide that information themselves. So, it'd be better if we just had a report that would come out, but I don't know between financial aid system.

Administrative Services system to work together to provide all the information needed for the boards. We had that out of our legacy system and it worked very well. But between the various financial aid systems we've gone over the last couple of years, that has not come to fruition. So we're granting limited access for them to be able to have access to the dollar amounts that they need to complete the return of tile floor process.

SD

Schroeder, David 40:21

Got it. Thank you for that. And I want to make sure I understand you properly. And that's an issue for you right now because they are, you are dealing with multiple systems. And so it's not one system, it's multiple systems and you're trying to get those to talk. Is that fair? Am I understanding that properly?

H

Hill College Events 1 40:37

Access. It's access. So we currently use Jens Bar Financial Aid, but the tuition and fee amounts, book and supply amounts do not feed over to JFA for us to do the RTT4 without getting additional information from Admin Services.

SD

Schroeder, David 40:57

Okay, you're saying they don't feed over because they're two different systems so that IT is making talk. Is that fair? Am I understanding?

H

Hill College Events 1 41:02

It's the same database. It's the same database.

SD

Schroeder, David 41:05

Okay.

H **Hill College Events 1** 41:06

It's just that that information does not flow over from Admin Services.

SD **Schroeder, David** 41:12

You say it doesn't flow over, which means it's something that has to be it has to be pushed over from Admin Services over to financial aid. It sounds like that's what I'm trying to. It sounds like it's someone's doing a manual push. Is that is that correct?

H **Hill College Events 1** 41:26

Well, right now there's no information coming. Yeah, right now we're doing it outside of the system.

SD **Schroeder, David** 41:31

Okay, there it is.

H **Hill College Events 1** 41:31

Like, she can request that information from Admin Services, yeah, to be able to complete her work, yeah.

SD **Schroeder, David** 41:36

Okay. So it sounds like you'll definitely get the point that it's the value of having that one system because no one's having to push it back and forth and such because it's all there and anyone who has access to that information can access it at any time. It's not pushing information from one system to the next. Okay.

H **Hill College Events 1** 41:52

We, we, we, we, we understand what we want. From an IT standpoint, I can tell you a couple things I'd like to see from everyone is how the interaction between account payable and accounts receivable, how those are able to hopefully work independently and not **** up against each other.

SD **Schroeder, David** 41:56

Just make sure.

H **Hill College Events 1** 42:12

I'd also like to see from a technical standpoint how student refunds are handled. Those are probably two of the areas that at times we struggle with.

SD **Schroeder, David** 42:29

Why, what does that struggle if we have a few more minutes? Why is that struggle? Talk to me a little bit about that. Why is student refunds a struggle for you?

H **Hill College Events 1** 42:38

It just, it takes a long time. It's a long process. It's a long process and they tend to, and currently right now they tend to **** heads for, and can. Accounts payable cannot be.

She cannot enter a batch at the same time that we're running student refunds or it's combining the batch into one. It's combining 2 batches into one is what our problem is. So like if we run student refunds on Wednesday, our accounts payable clerk doesn't come in until the afternoon and has to adjust her hours because she cannot be in the system working at the same time that we're running student refunds. That's essentially a problem.

SD **Schroeder, David** 43:19

Okay, so interesting, you all have to adjust, you're adjusting your processes timing wise. So the two different offices, they don't overlap and bump into each other. Interesting, OK.

H **Hill College Events 1** 43:40

Alright, if there's no any other questions from the from the finance side, if not, we can take a take a quick break.
Anyone online, in-house?

TH **Tyler Haitsma** 43:55

Uh, I'll ask the obligator.

H **Hill College Events 1** 43:55

Again, I won't mind you. Go ahead, Taylor.

TH **Tyler Haitsma** 43:58

Yeah, I was just going to ask, what's the sense around campus regarding artificial intelligence? Is that a bad word, a good word, something we're interested in?

H

Hill College Events 1 44:08

Good work. Good work, but we can't go, but as of yesterday, we can't call it out in official intelligence anymore, right? It's now super intelligence. We love it in the finance office. So from an IT standpoint, obviously, you know, I wear multiple hats and CISO is one of them.

TH

Tyler Haitsma 44:13

Super intelligence, is that what? Sure.
Okay.

H

Hill College Events 1 44:26

So we do have security concern, you know, proprietary information. IT, I would prefer a closed system, right? We would prefer that your IT is a closed system, but it's obviously incredibly helpful. We have seen.

all of your demos at times we've gone to shows and stuff and a lot of what everyone seems to be coming up with is we want our people from an IT standpoint now, our people to not have to call one of our analysts to write a special report, right? We would love to see Agentix AI in there so that if

James says, hey, can you show me, you know, every, you know, first year student that has, I'm making up stuff up in my head. You know, whatever. Don't be out here. You know, something that they can type that in an authentic prompt and get that report back as opposed to having to schedule a meeting with an analyst.

and then go over and tell them what they do and then wait for the analyst to do that. We would love to see Agentix AI incorporated across the system so that they can be as self-sufficient as possible without putting IT out of a job.

TH

Tyler Haitsma 45:40

Sure, yeah. Human on the loop, they say, right?

H

Hill College Events 1 45:42

Oh.

Yeah, human in the loop is, yeah, human in the loop is is always preferable, and you know we we do have on our network system, for example, when we asked our the artificial intelligence super, yeah, the intelligence part of it to do it, yes, to to do it, it'll tell us before it actually does it, it'll say, OK.

We're understanding that this is what you are asking. Do you want us to execute that? And that's where the human in the loop comes in, right, and execute that. And so we would prefer that also in this situation. So even though we do want everyone to have the ability to do things, we will still want to have that human in the loop factor.

TH **Tyler Haitsma** 46:21

Sure, perfect. Thank you.

H **Hill College Events 1** 46:22

Good question. Good question.

SD **Schroeder, David** 46:29

I want to thank you all for your time. Thank you.

H **Hill College Events 1** 46:29

Alright, when we like.

Yeah, so we got about our next session will stop at 9:00. I do want to remind everyone, if there were questions that you did not feel comfortable asking here in the open environment, please get those over to Katrina. We will answer that. And we are respectful of the fact that, you know, there may be some proprietary things that would lead not to be able to ask that. We do respect that.

And, and we do have until until Friday, and Katrina will.

All right, restrooms are down the hall if you need it. And we'll see you back here.

We're just going to keep this open. We're not going to, you know, stop it or any event. We're just going to keep it open in Pennsylvania.

SD **Schroeder, David** 47:03

Thank you all.

H **Hill College Events 1** 47:14

Who's next? Yeah, it is H.R. H.R. H.R. - we need to say we can probably use the workers.

What did you say? Are we getting this recording right after this? Certainly, we're gonna figure out how we're gonna get this gonna be big. Yeah, it's gonna be a big

recording, so I gotta figure out how we're gonna do that, and but you will get it soon. Yeah, I was just 'cause the only reason my team's acting is we gotta we gotta put it into this, we gotta mail this to you guys, we gotta make sure we're doing this, yeah, get this.

It's also given any transcripts, so transcripts will be a much smaller. Yeah, we can get the transcript. So the transcript should be the transcript should be able to come over. This is going to be not quite sure how to do that. To be honest, the transcript will probably just put it into the. So these are human resources and advancement and then.

I hope to use that. So, we're going to have first name here for the students, please. We'll message you. We'll message you. Yeah, so I have an appointment for my 32 years. Yeah, so we'll message you. But then I can hear. Thank you.

So, we want this.

Okay.

SR Sana Meeting Recorder 58:13

This meeting is being recorded.

H Hill College Events 1 58:58

Yeah, so let's shut down. I didn't want that. You sure? Yes, because.

I don't think that's all it is. Yes, I do. OK, yes. Thank you. Hi everyone. Welcome back. It's 9:00 and we are going to shift now to our HR discussion. We do have a couple new people in the room.

And I'll let them introduce themselves. I'm Tamy Rogers, Executive Director of Human Resources. Mike, you're all here today. And I'm Lyndsey Pederson, Chief of Staff. I'm also glad that you're all here today. And so we have representatives both in person and online today, Tamy and Lyndsey, OK, from Jenzabar, Ellucian, and Workday.

I don't think anyone else has joined. That's it. Okay, so just for my folks here, so Tammie and Lyndsey, just to reiterate when I talked to them, this is their opportunity to ask you questions. We also acknowledge that there may be some proprietary questions that will have to be, that are not suitable for open forum like we have chosen to do here.

and those may come after. So you may get some questions after the fact and they have until Friday to do that. So there's still a few days. So with that.

It's over the floor, whatever questions you have for Tamy.

Be good to me.

Make sure Melissa is on.

I don't see. Good morning. No, you're good. I can figure. OK, yeah, go ahead.

SD

Schroeder, David 1:00:54

Tammie.

I'm sorry, wait for someone.

I heard some slight discussion. Okay, I'll make sure you got everyone here. Okay, good morning, Tamy and Lyndsey. I'm David Schroeder from Ellucian. I just want to get some basic questions first, just a little information here for you. How many W-2s did you produce last year? And what was that breakdown? And what was that breakdown between regular employees versus student workers and such?

H

Hill College Events 1 1:01:17

Um...

Okay, so we do approximately, I'm going to say probably 450, 480, something like that. We have approximately 210 full-time employees. The rest are part-time adjuncts.

SD

Schroeder, David 1:01:31

Okay.

H

Hill College Events 1 1:01:44

part-time staff and student workers. Student workers, which would be student workers slash work study. We've had approximately 20-ish. The numbers, we've got some budget where we can have more than that. So

SD

Schroeder, David 1:01:56

Work studying.

H

Hill College Events 1 1:02:06

If we filled all the positions, we might have about 50.

50 or so student workers. We are adding positions this year that we've not had in the past or for several years. We're adding about 11 full-time maintenance groundskeepers that will all be hourly.

SD **Schroeder, David** 1:02:30

Nice.

Wait, are those 11 maintenance workers? Are those student workers or are those just full positions you're just adding?

H **Hill College Events 1** 1:02:38

That's only full-time, full-time staff.

SD **Schroeder, David** 1:02:41

Got it, thank you.

Sounds like you're growing, that's good to hear.

H **Hill College Events 1** 1:02:47

We're excited about it.

SD **Schroeder, David** 1:02:51

Let me ask about a couple of those you mentioned. Let's talk about the student workers and work-study students and such. Do they have, are those students, do they tend to have just one position? Do they have multiple positions?

H **Hill College Events 1** 1:03:03

Right now, they're just one position.

SD **Schroeder, David** 1:03:08

Is that a choice by the institution or is that a is that simply you can't track multiple positions for a student?

H **Hill College Events 1** 1:03:16

No, it, that's batch voice. We could, we could track. It's not, it's not great. We currently use ADP for HR payroll and we've got those options. It's just training students and supervisors how to do it, but they are limited to only one supervisor on time cards.

SD **Schroeder, David** 1:03:38

Okay. Oh, you only have one supervisor to approve time cards. Okay.

Let me note that.

H **Hill College Events 1** 1:03:46

I mean, we could have backup supervisors, but like if I had a student working in two different departments or divisions, only one person can approve those time cards.

SD **Schroeder, David** 1:03:58

Okay, interesting. Would you...

If you had the ability for students to have multiple positions for multiple departments, would that be something you would entertain? Is that something you'd be interested in?

H **Hill College Events 1** 1:04:12

Right now, I don't think we've got the need for it. So I don't think it's something, I mean, I'm always open for it being there if we ever do need it. But no, I don't think there's actually a need for it at this point. This school, until recently, within the last two years, has just

Been work-study, no non-work-study students, and then we started rolling in the non-work-study, so...

And there's some things I'm hoping we'll kind of do a little differently in the future on that. But that doesn't, I mean, that doesn't affect our system or anything. But we are trying to start utilizing more student workers to help with some of the tasks on campus.

SD **Schroeder, David** 1:05:02

Okay.

JA **John Andreyko** 1:05:03

So can I ask, so as you're growing, can you share how many different states you're doing business in?

H **Hill College Events 1** 1:05:11

Right now, we are doing business in two states, Texas and Ohio, and I'm not planning on going to other states. If Tamy Rogers has any say so in it, we will not be going to other states. I came from an institution that we did

 **John Andreyko** 1:05:15
Right.

 **Hill College Events 1** 1:05:31
Multiple states, and it's I don't have the staff to manage that.

 **John Andreyko** 1:05:36
Certainly.
The great state of Ohio, I grew up there, so I appreciate.

 **Hill College Events 1** 1:05:42
Okay.

 **John Andreyko** 1:05:44
Ohio, so thank you.

 **Hill College Events 1** 1:05:49
Well, I'm surprised, Mike, you didn't chime in on that. We have our one employee from Ohio would actually love me.

 **Mike Jackson** 1:05:57
And I say, thank you.

 **Hill College Events 1** 1:05:59
Okay.

 **Schroeder, David** 1:06:01
Hey Mike, real quick question, Mike. Bengals or Browns?

 **Mike Jackson** 1:06:05
Browns all the way.

 **John Andreyko** 1:06:07
Yeah.

SD Schroeder, David 1:06:07
Good luck, Thursday night. Good luck.

H Hill College Events 1 1:06:07
Right.
Yeah.

SD Schroeder, David 1:06:11
Okay, so let's get back to business. I'm sorry?

TR Talisha Riley 1:06:12
Good morning. Good morning. Good morning. Can we just hop in and ask a question?

H Hill College Events 1 1:06:18
Yes, absolutely.

TR Talisha Riley 1:06:20
Awesome, uh, Talisha.

H Hill College Events 1 1:06:20
Well, actually, could you just kind of, could you kind of just join it? Could you just introduce yourself real quick?

TR Talisha Riley 1:06:26
Absolutely. Talisha Riley, Workday, HCM Solution Consultant. I had a question since we're talking about the hiring process. Could you tell us a little bit and walk us through how your recruitment and sourcing processes differ across between the students, staff, and faculty?

H Hill College Events 1 1:06:45
So they're pretty much the same. The students are a little bit different, but, and adjuncts, I guess. We use the recruitment module in ADP. We have a personnel rep form that if there's a position that needs to be posted, It is filled out and signed by the appropriate parties and sent to HR for posting. And

then our recruiter posts that position in ADP, which then automatically posted on our external side, as well as it automatically goes to

Indeed. We also have a couple of other places that we work with that pick up our postings. Higher Ed Jobs is one of them. And they automatically pick it up for us.

And then those positions are posted by law. If it's external, it's posted 10 days, or by policy, it's posted 10 days. And if it's internal posting, it's five days requirement. Most of our positions are out there for longer than

then the minimum required that the adjunct positions are posted as evergreen positions. So those positions stay out there all the time. And as needed, we the departments go to those for for that pool.

We currently do not have the evergreen set up on the student positions, but that's one of the things we're working on right now since we're hiring more student workers. Our work study is handled totally different, and it's one of the things I'll be working with our work study program.

to see if we can incorporate that more into our standard process. But they have some questions that I've got to work through with them to see exactly what their process is on the financial aid side.

But yeah, it's standard recruitment. We do that. We use utilize ADP to do our scheduling, which integrates with

Outlook. So when we schedule it in through ADP, it goes to the Outlook calendars, but it also shows up in the ADP system that's been scheduled for interviews. We usually have a two to three-step interview process before being hired, depending on the positions.

And.

Adjuncts and work studies do not take, they're usually one or two steps. Once a decision's been made, we do use the offer letter option in ADP to send out offer letters. And we have those set up in templates, so it's an easy fill in for the recruiter to send out.

And.

Then we, once they accept, then we start the onboarding process. And then once we do that, it rolls into, from recruitment module over into the onboarding platform and all that ADP.

JA John Andreyko 1:10:15

Do you use the Workforce Now platform with ADP? Okay.

H Hill College Events 1 1:10:18

Yes, yes, Workforce Now.

JA John Andreyko 1:10:20

Thank you.

TR Talisha Riley 1:10:26

Can I ask you another question? How do you handle the position budgeting for those open recs that you have? What does that approval process look like?

H Hill College Events 1 1:10:36

The budgeting, all the budgeting for payroll comes through me, but then it's taken, we have our whole budgeting process where we do budget hearings and all, and it's discussed.

you know, for the budget. For each position as we're hiring them after the budget's been approved, I'm the one that does the negotiating. If I need to go higher than the budget allows, then I go through the president for approval.

which we don't have to do very often. We're pretty good.

keeping that fairly in line with what's budgeted.

TR Talisha Riley 1:11:20

And is that managed electronically or do you find yourself having emails going back and forth?

H Hill College Events 1 1:11:28

The, the, I guess, give me a little bit of clarifying on that, because what I'm thinking and what you're thinking may be two different things.

TR Talisha Riley 1:11:35

Yes, ma'am, I understand.

Yes, ma'am. So when we're talking about approving those budgets, right, I know there are meetings that are happening surrounding that. But once I have to, let's say you're like, okay, I've gotten this approved. Does it need to go to any other levels?

Let's say the controller,

or anyone else in the organization, and how is that communication happening?

H **Hill College Events 1** 1:12:04

No, if it's in the actual, have you already done finance and budgeting? Yes. That would have been done through the budgeting, through the finance side when we do our once a year budgeting.

TR **Talisha Riley** 1:12:13

Thank you.

H **Hill College Events 1** 1:12:17

And so.

Right now, I get, right now in the finance side, I enter the budget when we're going, you know, as I'm going through determining what we're going to need, you know, I'm going to talk to different departments if there's different needs, but I budget based on what our

TR **Talisha Riley** 1:12:21

Hey.

H **Hill College Events 1** 1:12:39

current open position, you know, current field and open positions are. I don't budget any new positions. New positions have to be presented to the budgeting process where we decide if we can come up with that budget money or not. So The controller ultimately, I guess, signed the controller and CFO ultimately sign off on it, but they've rarely questioned my payroll budget.

TR **Talisha Riley** 1:13:10

OK, and that's what I'm.

H **Hill College Events 1** 1:13:12

Other words, people leave my payroll budget alone most of the time. Well, that's what they tried.

TR **Talisha Riley** 1:13:18

Then.

That approval that we're talking about when they sign off, how is that?

H **Hill College Events 1** 1:13:23
Oh, sign off on the actual on the actual rec for the to post a position at all and hiring position.

TR **Talisha Riley** 1:13:30
Yeah, exactly, correct.

H **Hill College Events 1** 1:13:32
Yeah, typically, typically, most of the people, there is a line on the form that has, you know, how much was budgeted. Most of the time, that's blank and I fill that in.

TR **Talisha Riley** 1:13:46
And is that some type of SharePoint form or is it paper?

H **Hill College Events 1** 1:13:51
It's a paper form.

TR **Talisha Riley** 1:13:52
Okay. Thank you.

H **Hill College Events 1** 1:13:55
I'd love for it to all be electronic, but we're not there yet. I mean, I've got the capabilities, we're just not there yet.

TR **Talisha Riley** 1:14:02
No worries. No worries. Thank you so much for sharing that information. Can I ask a little bit about the onboarding process? You talked about, again, being able to manage that through ADP software. What does that onboarding process look like? Are we delivering training?

H **Hill College Events 1** 1:14:08
Oh.
Sure.
Uh-huh.

TR **Talisha Riley** 1:14:24

Is there some type of?

onboarding training, maybe some type of IT training that's happening. Can you tell me a little bit about onboarding?

H **Hill College Events 1** 1:14:34

So right now the to onboard a new hire just to for the HR side is just your I-9, your W-4. There's some internal forms that we've been able to upload those into ADP where they can sign off on them there that they've read and acknowledge those. And so it's the traditional employment paperwork. We do have.

mandatory trainings for all new hires and for

annual trainings for all of the employees that go through our vector solutions for those. And so that has our signing off on certain policies that they've read them.

Some of those are custom trainings that we've created in-house that we've put out there on vector.

TR **Talisha Riley** 1:15:18

OK.

H **Hill College Events 1** 1:15:32

And then others are through the vector system, which are the standard ones for, you know, Clery Act, the standard Title 9 ones for Texas, not the in-house ones. We do have the in-house ones out there as well. But all that's through vector and they have 30 days to do those after high.

Are after starting.

JA **John Andreyko** 1:15:55

Yeah, can I ask, do you plan to stay with ADP or are you interested in looking at other solutions?

H **Hill College Events 1** 1:16:04

I am very open to other solutions.

And just to go back on the onboarding from an IT standpoint, we have recently made some changes and improvements so that when Tammy does what she does on her end, it will flow through and create in our Active Directory and in our Microsoft

environment.

That's the top end. We've gotten better on that. The bottom end, not so much. And by bottom end, I mean, when we're talking about awkward and doing that, that requires a lot of manual emails that go back and forth. And so we would, you know, as we move forward,

Tammie and I would very much like to see that automated. So, you know, so right now, it's pushing into, and we are getting things set up in Active Directory, but we have to make it a manual process for the off boarding, and we would like to see that become automated as well, so that when HR terminates.

or a position, it then is automated and not requiring them to remember to send us an e-mail to get it done. So that is a feature that we'd like to see moving forward.

Yes, whatever system I'm in in HR payroll, whether we stay with ADP or we do something else, I want it, if it's not the same product, I want it to be able to integrate so that when we hire somebody,

then it feeds over for the Active Directory. But then we also need some information to feed back to ADP. Like right now, we have, we have to, right now, we enter an employee in ADP, then we have to go in and enter the same stuff in Jenzabar.

JA **John Andreyko** 1:18:27
Yep.

H **Hill College Events 1** 1:18:27
Perfect. Well, we can talk about this more probably in IT. A fully integrated with Microsoft Intra would be, you know, would be ideal, right? That would be an ideal situation, so that they really are kind of working seamlessly. Right now, it's all done. It is automated, but it's script-based. It's a script-based kind of deal that pushes the...

JA **John Andreyko** 1:18:45
Yeah.

H **Hill College Events 1** 1:18:48
The data through.

JA **John Andreyko** 1:18:51
Great to know. You mentioned that you're rekeying the information into your current

system. Are you actually generating payroll from your current system, or is that all in ADP as well?

H **Hill College Events 1** 1:19:07

That payroll is all in ADP, but we have to put the employment information into J1 so that.

especially for the faculty so that they're in there so that they can, well, one, it has to do with the Active Directory, I think, but also for courses to be assigned to faculty and all of that. Faculty loads and all of that. We have to put all employees into J1. So we basically hire.

JA **John Andreyko** 1:19:34

Okay.

H **Hill College Events 1** 1:19:36

People in two systems of them.

JA **John Andreyko** 1:19:39

Got it.

SD **Schroeder, David** 1:19:40

You brought up a good point just now, talking about who's teaching what classes and such, and you mentioned earlier adjunct faculty. How many adjunct faculty do you track at any one point today, would you say?

H **Hill College Events 1** 1:19:52

Ohh.

Probably.

around 200, 185, 200, something like that would be my guess.

SD **Schroeder, David** 1:20:00

It's a good number.

H **Hill College Events 1** 1:20:05

That's a guess. I'm sorry. I think you have one system as close.

SD Schroeder, David 1:20:05

And...

No, no, it's fair. That's fair. Thank you. It gives us an idea.

And how are you tracking those faculty contracts? Is that something, is that being done on the registrar side of the house? Is that being done in HR? Is that...

H Hill College Events 1 1:20:22

Employment contracts is in HR.

SD Schroeder, David 1:20:23

It.

Okay.

So, is the regular records, are they getting you what what adjuncts are teaching, what classes they give that information to you, and then you're calculating that information for payroll? How does that look like today?

H Hill College Events 1 1:20:41

That's handled through our deans. The deans of each of the pathways do that.

So, we get a spreadsheet every every month.

SD Schroeder, David 1:20:55

Okay.

H Hill College Events 1 1:20:55

that we upload, that we then have to put in our format and then we upload.

SD Schroeder, David 1:21:02

Okay, so they give you a spreadsheet, you have to manipulate the spreadsheet and then upload that into ADP.

H Hill College Events 1 1:21:08

Mhm into as a paid out a batch.

SD Schroeder, David 1:21:13

That's a lot of steps, OK?

H **Hill College Events 1** 1:21:14

Yes. Yes.

And full disclosure, Tammie and I have looked into this. Part of the issues, it's like that is because ADP is very difficult to get to talk to us to do integrations.

SD **Schroeder, David** 1:21:32

Okay, yeah, I'm looking at the possibility of just making that one step here. Put you all one system here, so your deans, as they're assigning adjunct classes and then just having that feed right to HR directly. Okay, I'm sorry. That wasn't a question, I realized.

H **Hill College Events 1** 1:21:49

Yeah, yeah, that's one of the things we're wanting is that to feed over to whatever system we're using or integrate.

SD **Schroeder, David** 1:21:59

Okay, how are P?

H **Hill College Events 1** 1:21:59

A more space.

SD **Schroeder, David** 1:22:01

Okay, let me ask this question. I apologize. How are people accepting their adjunct letters? Is that a paper process? Is that electronic? What does it look like today?

H **Hill College Events 1** 1:22:11

That is an e-mail between the deans and the...
The Admin.

SD **Schroeder, David** 1:22:19

Okay, so it's not an actual acceptance process. They're just sending a letter out, e-mail a letter out.

H **Hill College Events 1** 1:22:24

I e-mail and accept, you know, respond back, yes, I accept.

SD Schroeder, David 1:22:28

Okay, so manual, manual exception.

H Hill College Events 1 1:22:30

That has not been handled through HR.
Here.

SD Schroeder, David 1:22:35

Got it. Okay.

And a little bit more about positions themselves. This may be adjunct to this be regular positions. Do you have split funding positions where a position is partially funded by multiple?

H Hill College Events 1 1:22:48

So, like...

So our funding, the vast majority, not all, but the vast majority of our positions are split between fund 31 and 36.

JA John Andreyko 1:22:57

The.

H Hill College Events 1 1:23:04

which is the difference between campuses, Johnson County and Hill County.

But then I do have positions that are split even further. So I'm thinking of one that it's split four ways. It's that that might they may be.

teaching education, but they're also in our early childhood development. And so they may be part of their job is maybe split four ways, you know, by each account. So
Yes, yes, we do several of those. Several.

SD Schroeder, David 1:23:45

You have several that are split multiple ways. Good. Okay, good. Hopefully you can handle that. So do you ever have positions that are partially or fully funded by a grant? Does that happen here?

H Hill College Events 1 1:23:55

Yes, yes, I have.

Currently, I've got three positions that are funded by grants. We've had others that the grants have ended, so those positions have ended. And that we're anticipating more as well.

SD **Schroeder, David** 1:24:13

Okay.

You weren't here for the finance discussion. It happened this morning. And it sounded like they're tracking, and someone correct me if I misspeak here, it sounds like the finance office was tracking grants outside the system on spreadsheets.

H **Hill College Events 1** 1:24:30

Yes, so they get they get the the payroll information from me and put it on their spreadsheet for the payroll piece, payroll and benefit pieces.

SD **Schroeder, David** 1:24:31

Okay, so then...

Okay.

So they're tracking the grant on their outside spreadsheet. They get, you get that information to them or they get the information to you and you enter into this. Okay, got it. All right.

I OK, stop. I'm sorry. I just make sure I understand what you're saying there. Thank you. I'll open it up to anyone else.

H **Hill College Events 1** 1:24:57

Everyone.

John, uh, Melissa.

JA **John Andreyko** 1:25:01

Yeah, yeah, thank you. Can you share reporting needs for the office?

H **Hill College Events 1** 1:25:11

We use reports very heavily in HR payroll, all different kinds of reports. And we do a lot of custom reports. And most of the time,

I can, myself or one of my team members will can write those ourselves. We don't

have to go to AD. I mean, we only get ADP involved if we can't make it give us what we want. You know, the vast majority of the time I can write them just as good as a.

JA **John Andreyko** 1:25:41
Here.

H **Hill College Events 1** 1:25:46
as ADP can. In fact, I called ADP not too long ago and said, I need this kind of report because it was out of, it was a report I've never done before. It was out of recruiting. I had managers wanting to get some reports on applicants that, you know, do they meet the qualifications of the
of the position. That way we could not have to look at, we had a whole bunch of applicants, over 50 applicants for this one position, and they didn't want to have to look at every single resume, you know. And so I never run a report out of recruitment. It was a first, and I've been with ADP
total for probably close to 30 years now with all the jobs I've had. And so I just, it was new for me. And so I was like, I don't even know where to start. So I just reached out to ADP and they could not get me what I wanted. And so
One morning I came in and I was like, okay, I just got to figure this out, you know, and so I just started playing with it and within an hour I had the report written. And so, you know, we do all kinds of reports and, you know, different things that supervisors or managers want, but then we do a lot of
you know, I'm pulling, you know, exact payrolls out by the pay period, by the quarter, by the month, by the year, you know, you name it. We're running a kinds of reports for that or for our benefit systems. I will say one thing I've not told y'all with ADP. We do not have the benefits module in ADP. We don't house anything in ADP for benefits. That is all our benefits are all handled through ERS or TRS, which is the state benefit systems.
here in Texas. And so what I would love, this is a love and I think I've got it in this RFP is that, you know,
Is there a system out there that can integrate with ERS and TRS on the benefits where we could have that housed in whatever system we're using and it feeds that information over to those systems so we don't have to do it just in their systems? Because I...
came from an organization that that was all in in ADP. And so it's just a whole lot

easier for the employees to see their complete package doing it that way, rather than having to piecemeal it for them to see their complete package.

JA John Andreyko 1:28:37

Excited about the demo.

H Hill College Events 1 1:28:40

Hey, looking forward to it. We do have someone that had joined us that I don't know if he's with one of your existing group or some new Paul.

Can you let us know who you're with?

PB Paul Ballard 1:28:58

Yes, sorry, I had to find my mute button. Paul Ballard, Dearbrook Consulting. So we do system implementations and also do some business central pieces.

H Hill College Events 1 1:29:08

Okay, so you just gotta listen again.

PB Paul Ballard 1:29:11

Yes.

H Hill College Events 1 1:29:13

Okay, thank you. I just want to make sure we didn't, we didn't, you know, we didn't miss you. All right.

PB Paul Ballard 1:29:17

No problem. Thank you very much.

H Hill College Events 1 1:29:19

What other questions do we have for Tammie?

TR Talisha Riley 1:29:24

Hi, it's Talisha. Can we dive into benefits a little bit more? I know you mentioned it. Awesome. I know you mentioned it's being handled through TRS and ERS. All the enrollments, any life event changes, all of that, your employees are going over to that system. I see you're nodding. Okay.

and doing that.

Okay.

H **Hill College Events 1** 1:29:45

Grant.

TR **Talisha Riley** 1:29:46

Awesome. OK, that helps out a lot. Can I ask you?

H **Hill College Events 1** 1:29:50

And so we went so like we had insurance rate changes for this fiscal year, and before we ran our September payroll, we, the ERS did not get us our import.

TR **Talisha Riley** 1:29:54

Yes.

H **Hill College Events 1** 1:30:04

So we were, my whole team was manually updating everybody's benefit rates. in ADP individually. So again, if it was in-house, we could do that in the validation tables and do that and it just automatically take care of that. So yes, that's, it's a lot of work and I don't have manpower that To do all that.

TR **Talisha Riley** 1:30:33

And when is open enrollment usually for you guys? What time period is it?

H **Hill College Events 1** 1:30:36

Open enrollments typically in July.

It's A two-week window in July through the state, and the state dictates when that is.

TR **Talisha Riley** 1:30:54

Can I ask another question, if that's okay?

Are you utilizing ADP for time tracking as well?

H **Hill College Events 1** 1:31:04

Yes, ma'am. Yes, ma'am. Would you time and attendance and time off?

TR Talisha Riley 1:31:11
And are you utilizing, I'm sorry, I was just asking, just one follow-up. Are you utilizing time clocks for that?

SD Schroeder, David 1:31:11
Is that free?

H Hill College Events 1 1:31:12
What?

SD Schroeder, David 1:31:14
Go ahead, please.

H Hill College Events 1 1:31:19
Yes, time and attendance is our time cards.

TR Talisha Riley 1:31:24
Time clocks, are you using clocks, physical clocks?

H Hill College Events 1 1:31:26
Ohh, no, we did not use to know Fox, no ma'am.

TR Talisha Riley 1:31:29
Okay. Okay. Thank you. So sorry. Somebody had a question.

H Hill College Events 1 1:31:32
That's OK. Good question.

SD Schroeder, David 1:31:34
Let me follow up on that then. If you're not using time clocks, do students just say what hours they worked for those work-study students or just student workers? Did they just simply report what times they don't actually clock in and clock out?

H Hill College Events 1 1:31:47

So our non-work study clock in and out and they use the app or they do the use it on their computer. So they log in to ADP to clock in and out.

SD Schroeder, David 1:32:00

Okay.

H Hill College Events 1 1:32:01

Our work studies have a, they've got a manual time card that they fill out and it goes. They use ADP as well. Are they clocking in and out of ADP now? Yes. Okay. No, we've got that all worked out then. So all ADP. Yeah. When I first know there's no people. They have to physically sign.

SD Schroeder, David 1:32:16

Thank you, because my next question was, why, why was that different? OK. That makes sense. They approve it. They say, yes, this is indeed my time. OK, that makes a lot more sense. Thank you.

H Hill College Events 1 1:32:28

Okay.

SD Schroeder, David 1:32:33

Do you have non-student workers who do clock in, clock out?

H Hill College Events 1 1:32:37

I'm sorry, what was that? Non-student workers. Yes, we do have some part-time staff. And like I said, we will be having our maintenance that will be caulking in and out.

SD Schroeder, David 1:32:49

Perfect. There you go. Thank you much.

TR Talisha Riley 1:32:54

And I...

Hi, it's Felicia. Can I answer your question?

H Hill College Events 1 1:32:59

Absolutely.

TR **Talisha Riley** 1:33:01

Okay, with those maintenance workers that are coming, we know they'll probably be all over the campus, right? Or is, do you find with ADP, you're utilizing geofencing in any type of way?

H **Hill College Events 1** 1:33:03

Yeah.

We have not had to do a whole lot. We've done a little bit of geo-fencing, but not a lot. I foresee that we will have to. We're just kind of monitoring to see how much geo-fencing we're really going to need.

There's good and bad things about geofencing.

TR **Talisha Riley** 1:33:38

Absolutely, absolutely.

H **Hill College Events 1** 1:33:42

I've experienced him in my previous life; it can be challenging.

TR **Talisha Riley** 1:33:43

Goodnight.

Is there any need on campus to do like shift swapping or shift bidding, any union employees on campus?

H **Hill College Events 1** 1:33:59

No union, no.

SD **Schroeder, David** 1:34:03

That makes it easier for you. Nice to hear.

H **Hill College Events 1** 1:34:05

I'm A non-union person. If we go union, I'm out of here. And I should probably know this. I'm actually going to ask him. So for our student work, do we have the capability for them to track their shifts in the system? Like, hi, I'm Tiffany. I work Monday, Tuesday, Wednesday from 1 to 3.

TR Talisha Riley 1:34:06

And no.

Okay.

H Hill College Events 1 1:34:27

And so they are they using utilizing it? No, I mean, it's that's more behind the scenes set up where we have to set it up. Okay. So no, we've not had to utilize that yet. It doesn't mean we won't. Where I came from, we did utilize that. And so it'll just depend.

SD Schroeder, David 1:34:47

One more ask about higher ed that I want to see. Have you all ever done a total compensation statement here at the Hill College?

H Hill College Events 1 1:34:48

Oh, my God.

Not since I've been here, and I've been here three years, almost three years.

SD Schroeder, David 1:35:00

Okay, would you like to do a total compensation statement? Is that important for you?

H Hill College Events 1 1:35:03

I would love to have compensation statements.

SD Schroeder, David 1:35:06

Good answer.

H Hill College Events 1 1:35:06

That's what I'm saying. That's why I love that if it was all in one system, then you can see your total package. That's my total package is my selling factor, not my salaries.

SD Schroeder, David 1:35:14

That's the benefit of the one system. Yep.

H **Hill College Events 1** 1:35:21
I.

SD **Schroeder, David** 1:35:21
I love it. Thank you much.

H **Hill College Events 1** 1:35:25
John, anything?

JA **John Andreyko** 1:35:28
No, I mean, I'm just taking copious notes on everything that's been shared. So this is great. Thanks so much for all those details.

H **Hill College Events 1** 1:35:38
No problem.
Lisa, any more? Yeah, go right ahead. You just fire. You don't have to ask, just fire away.

TR **Talisha Riley** 1:35:42
Do we still?
Yes, yes, I have, I have.
Okay, thank you. Since we were previously talking about time tracking, I wanted to ask a few questions about absence management, that paid time off. Is that being managed for those tenured professors as well as staff?
through the ADP system.

H **Hill College Events 1** 1:36:09
We do not have tenure here, but all of our all of our time off is managed through through ADP, yes.
So, vacation, sick leave, personal time.
All that's in ADP.
And it's, you know, assigned by by.
by positions, you know, if you're qualified for time off or not.
and which policies you get and which ones you don't.

TR Talisha Riley 1:36:46

How about any leaves like sabbaticals, FMLA, all of that still being managed through ADP?

H Hill College Events 1 1:36:53

Yes, we currently don't have sabbaticals. I've not experienced sabbaticals here, but yes, our FMLA is handled through ADP as well.

JA John Andreyko 1:37:06

You mentioned state reporting with ERS and TRS. Are you doing anything at the federal level?

Reporting-wise.

I mean, beyond W2s, 1095s, obviously very important, but 941s, are you doing a phys app? Are you doing iPads? Are you doing, you know, any of those reports?

H Hill College Events 1 1:37:28

Yes, we did. So I'm going to let Kathleen address some of those. So FIS app is what I'm currently waiting to finish today. I do. Yeah, I do handle the FIS app reporting. I also handle the financial aid report.

JA John Andreyko 1:37:39

Good timing.

H Hill College Events 1 1:37:49

in February for IPEDS. So I do handle all of that. I also do the financial aid database report for the state. So all of those reports typically start with me and get from Tamy what I need and all of that. Yes.

JA John Andreyko 1:37:57

Yes.

Fantastic.

H Hill College Events 1 1:38:08

And just looking at work study earnings report that I need to get from Tamy so we can report for 25. So that's another one.

 **Schroeder, David** 1:38:18
Kathleen, I apologize. What was your title? Are you on the IT side of the house?

 **Hill College Events 1** 1:38:23
Me?

 **Schroeder, David** 1:38:24
Yes, Kathleen.

 **Mike Jackson** 1:38:26
She's got a junior IT badge.

 **Schroeder, David** 1:38:42
Wonderful, thank you very much.

 **Hill College Events 1** 1:38:44
Yes, sir.

 **John Andreyko** 1:38:47
Are you an or?

 **Hill College Events 1** 1:38:47
Okay, we have about, just to let you know, we have about 5 more minutes. So if there's a question you haven't answered yet, ask yet, fire away. So John, go ahead.

 **John Andreyko** 1:38:56
Do you are you an NSC shop or an NSLDS shop?

 **Hill College Events 1** 1:39:01
We do enrollment reporting with NSC and we use NSLDS obviously for all financial aid stuff.

 **John Andreyko** 1:39:09
Great, thank you.

SD **Schroeder, David** 1:39:12

Your work-study students, how do the departments know if there is available hours for the students? How do they know what's available?

H **Hill College Events 1** 1:39:24

So, our study application is submitted through our workflow process with Jenzabar. I have two staff members who review those for eligibility for the program, and they are approved for a certain number of hours and money, and they are to monitor those monthly as payroll comes in. to determine if they have remaining hours or not. But they are limited to 20 hours, no more than 20 hours a week. We typically keep that to 15 to 16 hours, just so we don't hit that mark.

SD **Schroeder, David** 1:39:58

Is there an active report they've got that is being sent to them so they know what the balance is for the students?

H **Hill College Events 1** 1:40:06

The supervisors?

SD **Schroeder, David** 1:40:08

Yes.

H **Hill College Events 1** 1:40:09

No, the financial aid staff is monitoring that from the monthly payroll.

SD **Schroeder, David** 1:40:14

Oh, Finish latest monitor that, okay.

H **Hill College Events 1** 1:40:18

So HR is monitoring to make sure they don't hit the 20 hour mark. And then financial aid keeps them limited below that, so we don't ever hit that mark. But the supervisors know that they have them for a certain number of hours for each week for the 15 weeks available out of a 16 week semester.

SD **Schroeder, David** 1:40:39

Strange question: What if a student is sick one week and they don't work the 20 hours one week? Can they can they catch up next week?

H **Hill College Events 1** 1:40:47

That's between them and the supervisor, and the supervisor has to make sure that they don't exceed the 20-hour maximum.

SD **Schroeder, David** 1:40:54

Okay, sounds like a manual tracking then. Okay. Thank you.

TR **Talisha Riley** 1:41:01

Question for you, it's Talisha. How do your faculty members, I forgot to ask you that, how do they receive pay? Is 9 / 12, 10 / 12?

H **Hill College Events 1** 1:41:11

Depends on their contract. It's, but everybody's boils down to 9 / 12 or 12 / 12. I've got one 10 1/2 / 12.

Oh, 10, 10 over 12, not 10 and a half.

TR **Talisha Riley** 1:41:29

Any pain points surrounding paying your faculty members?

that you want us to know? Like, I really wish your systems could resolve. Boom.

H **Hill College Events 1** 1:41:40

I mean, the pain point is the spreadsheet. That's the, you know, I think. And I did not mention we are 100% direct deposit.

TR **Talisha Riley** 1:41:47

Okay.

SD **Schroeder, David** 1:41:55

Impressive.

H **Hill College Events 1** 1:42:01

Alright, I think we got time for one last question.

TR **Talisha Riley** 1:42:08
Are there any compensation studies that you're using?

H **Hill College Events 1** 1:42:12
Yes, we use salary.com and we do use one that's through TASB, the Texas Association of School Boards.
I think we also use a TAC one, which is the Texas Association of Community Colleges.

TR **Talisha Riley** 1:42:34
Thank you so much.

H **Hill College Events 1** 1:42:38
All right, well, we've had a full, that was a good sentiment, full, filled that one up. And so please remember, if you do have questions still that or something that comes up after, please send those to Katrina and we'll get those answers. Again, if it's proprietary, we will keep it proprietary just between there. If it is not, if it's something that's not proprietary, we can benefit the whole team. In terms of that, just let us know and we'll, Katrina will post that with the overall. Well, thank you very much. We'll take a quick break and then our next session will be advancement.

SD **Schroeder, David** 1:43:16
Wonderful. Thank you very much for your time.

TR **Talisha Riley** 1:43:17
Thank you.

H **Hill College Events 1** 1:43:17
Thank you. Thank you.

JA **John Andreyko** 1:43:22
Thanks, everyone.

H **Hill College Events 1** 1:43:30
You're welcome.
Yeah, I think it's fine. OK, so that was the last break, but I'll probably get up for this

one.

No, I think it's 9:45 on.

I think he's giving you a little bit of time.

I think I get to step out for this one. Are you sure? Well, when you name off 17 different departments, yeah, when you name off 17 different departments, you've got to sit at home.

And you know, we they said earlier that...

Everybody that's in here was not in here for the last conversion, except for Lizza, but I was in a part of that, but that's really about it for everybody who did the conversion with Jen's blog, so yeah.

When did you guys dedicate this room to Billy Don? When he retired August of 24. I just saw that I was like, I didn't realize you did.

He typed it to being bored.

No, that sounds about right.

Yeah, I mean, still like, where we should get lower lumbar chairs. No, Ron. I think you want to start making lower lumbar chairs.

They don't ask the people who have to sit on it all the time. When I rent a car, I make sure I look in the front door and I see, do you have a little circle down there? Yeah, I have a little. Yes, the same thing. I have in that car. Dave, it's like, nope.

OF.

I'll check with Lisa, but I think it's late Monday. But you'll be back. I'll be back from she's coming down. No, she's not coming. Why would she come back to them? No. Yes, I'm just hoping the rain doesn't hit until I, at least with the bad. Today, I don't want to break out today. What time? Or I was having something. As long as it's rainy, right? It doesn't. The rain is located lightning. We're telling you, it didn't say storm. No, it just said rain.

I wonder, did I say we come with respectful community? Move, they keep moving, seconds, nothing's going to happen. You want a football game? I'll look like down the road, but...

Our junior high, I mean, the varsity are usually on Thursday, as they're always today. Right, right. Yeah, there's she said that there's still move any time on it, but I will say my son loves kids and I've seen some videos of what happened there.

That flooding. The storm is coming through. Yeah. It's very similar, right? You guys are in the desert, which you can have rain in 100 days. So it's dry, dry, dry beyond belief. That's the way to just roll off. Our ground is just breaking to pieces at our

house. I was up. I was up Monday, just north of Dallas.

There, there, and it was crazy that it wasn't formal, but it was, and I do had a great time here. The rose are starting to slide and working, because everything was normal, but I'm not. I do. I, I get off for a while here. I have special time. It's been, but I just got to pay.

She's I mean, she's out of me on 6th, so I'm like, wow, I don't expect a response, but I need to, yeah, it's usually four for mouth ticket response.

Well, Catherine and I, I was like, yeah, just, yeah, that boy, that even gets out.

Sometimes I send the ones from the. Well, you know what? Yeah.

Hi everyone. Welcome back. We do have a new person joining us here and that's our Executive Director of Advancement, Ashlee Ferguson. She would be joining us remotely. And so

Just to reiterate, as I guess you'll get tired of me hearing this, this is your chance to ask Ashlee any questions that you have regarding what's in the RFP for advancement or what her views are on what she's looking for. So with that, we will open up the floor.

BD Barb DeYoung 1:49:00

Good morning, everyone. Barb DeYoung from Tin's Bar. Hi, Ashlee. Good. Your RFP questions are very clear. I think I've got everything I need from there. I do have just a couple questions that I'm not quite sure on. Ashlee, how many staff members do you have that are actually using

AF Ashlee Ferguson 1:49:03

Hi, how are you?

BD Barb DeYoung 1:49:19

The solution.

AF Ashlee Ferguson 1:49:21

We have at this point three, 4 who probably should be. We are still struggling with just getting data.

All integrated into the system, and that's been a struggle point for us, but three or four.

BD Barb DeYoung 1:49:40

Okay, awesome.

And then do others on your campus, I know, you know, with your school, there's probably grants being done in other offices and things like that. Are there other offices that need to engage in your solution or need components of it?

AF **Ashlee Ferguson** 1:49:58
Probably 2.

BD **Barb DeYoung** 1:50:03
And those are, is that Grant area? Can you share what area?

AF **Ashlee Ferguson** 1:50:06
I have wanted the president's office to use it to have visit notes made from them. And then the grants is actually within advancement. So that would actually be the 4th member that I said we probably need to get to utilize it more.

BD **Barb DeYoung** 1:50:15
Mm.
Okay.

AF **Ashlee Ferguson** 1:50:25
And then the other department would actually be on the academic side. We have some outreach specialists, and I think that they would benefit greatly from using advancement.

BD **Barb DeYoung** 1:50:41
Awesome. There.

AF **Ashlee Ferguson** 1:50:43
or advancement software of any kind actually.

BD **Barb DeYoung** 1:50:49
I'll keep going if so.

AF **Ashlee Ferguson** 1:50:51
Yeah.

H **Hill College Events 1** 1:50:52

Yeah, just going to keep going until someone else turns in, I think.

Not sure, this may be all for you a question. I'm not sure I have questions from the. I've got it right here. If she does, yeah, I'm letting her. OK.

BD **Barb DeYoung** 1:50:59

Oh, awesome. That's awesome. Thank you. I appreciate it.

Do you work also in the Alumni Association? I know you're a foundation, but do you work on the alumni side as well?

AF **Ashlee Ferguson** 1:51:12

Yes.

Yes, so we're utilizing our advancement software both for the for our alumni records, our visits on behalf of the college, and also the foundation. I'm also the executive director of the foundation.

BD **Barb DeYoung** 1:51:27

Awesome.

H **Hill College Events 1** 1:51:33

Told you, we like our titles here.

BD **Barb DeYoung** 1:51:40

Are you using any, I know you've looked at your website, you've got an online page and I know you've got the portal, online giving solution. Are you using any other crowdfunding or other solutions for managing online donations?

AF **Ashlee Ferguson** 1:51:59

No.

BD **Barb DeYoung** 1:52:08

questions. And then my final question, I'm not clear on is the scholarships area. Are you utilizing the scholarships? And I know a lot of the foundation, you know, your charter typically is helping with scholarships. Are you using functionality that way or you know communicating with financial aid in that way.

AF **Ashlee Ferguson** 1:52:31

At this point, we're using AwardSpring for scholarship management. So I would say no, but that's not within my department for the most part. We are working on going over our procedures in that. There's the potential some things could shift, but at the moment,

BD **Barb DeYoung** 1:52:43

Okay.

AF **Ashlee Ferguson** 1:52:54

That's all within AwardSpring and not, I mean, some things are captured in Advancement Software, but we actually would like to capture far more of it in it.

H **Hill College Events 1** 1:53:06

Is a word spring with financial aid that works?

AF **Ashlee Ferguson** 1:53:09

Yes.

Award Spring is within financial aid. And then we're actually just in the process of gaining access to that so that we can better steward the donors that are, you know, so that we have faster access to information. Because right now it's
There's a substantial lag.

BD **Barb DeYoung** 1:53:34

Are you using that for your forms to let your students apply for scholarships too?

AF **Ashlee Ferguson** 1:53:40

I believe we use Awardspring for that as well.

BD **Barb DeYoung** 1:53:42

About, yeah, yeah, okay, awesome.

AF **Ashlee Ferguson** 1:53:44

Kathleen could answer it otherwise. I just saw that she's there.

H **Hill College Events 1** 1:53:44
And that one's here now, too.

BD **Barb DeYoung** 1:53:47
Yeah.

H **Hill College Events 1** 1:53:49
Sorry, y'all had to get a plug.

BD **Barb DeYoung** 1:53:52
One more hat. One more hat. Awesome.

H **Hill College Events 1** 1:53:55
Okay.
So AwardSpring is our scholarship software that we use for all students applying for all scholarships at the college.

BD **Barb DeYoung** 1:54:04
Mhm.
I think I probably know most of the other questions that, you know, we'll review everything, obviously, we'll review everything. But is there anything that you would like to ask of me, you know, or the board in the group here of things that you're looking for that we could?
cover for you and a little more clarity. Most of your questions on the RFP were more from that engagement side.

AF **Ashlee Ferguson** 1:54:38
I don't think so that I can think of at the moment.

H **Hill College Events 1** 1:54:43
I do have one item that we had talked about. Oh, sorry, go ahead. I thought you were done. Sorry, go ahead, Ashlee.

AF **Ashlee Ferguson** 1:54:43
I'm sure.

I know it is a priority of the president to have an online giving interface that's working. And that has continued to be a struggle point for us so far.

BD Barb DeYoung 1:54:53

Yeah, yeah.

Yeah, with the herring bank, right? Gotcha.

AF Ashlee Ferguson 1:55:00

We don't even have Herring Bank anymore and we still don't have it working. It's so it's that has continued to be a definite struggle point. And we don't really want to have to pay for Give Campus or something else that's pretty expensive.

BD Barb DeYoung 1:55:04

Oh, okay.

But you know.

AF Ashlee Ferguson 1:55:19

And I know that that's a priority of the president to have. So I think that that would be the only thing. What were you going to mention, Kevin?

BD Barb DeYoung 1:55:23

It now.

H Hill College Events 1 1:55:30

I think you kind of, it's a part of that. I know the president is really keep asking us when are we going to be able to get automatic, like recurring donations that can be drawn from a, you know, from a personal, from a personal account. If someone wants to say, hey, I want to give \$25 every month. That's A functionality that.

He's been asking for for a while.

Eric, you said you had some? Yeah, I was just curious about types of campaigns, how many campaigns you guys have going on on an annual basis?

AF Ashlee Ferguson 1:56:03

Yes, we are. We right now we are only doing probably two or three different big solicitations a year, but that's an area where we're adding every year. Before I came, we really didn't do any other than, I mean, really

We just didn't do any annual giving type of campaigns. So that's been something we've been slowly adding in us to not overwhelm our alumni and community partners. So we're probably at, like I said, probably two or three a year right now.

H Hill College Events 1 1:56:41

And what about events and how many and how are you handling events today?

AF Ashlee Ferguson 1:56:47

We are holding many events and we do not really have a software solution that we're using for that other than, you know, pulling lists of individuals, but having an events component would be great.

We.

Have looked into a few different things, but we haven't.

You know.

made any big decisions in that area. I mean, at the moment, we're doing ribbon cuttings, grand openings, alumni events. We do a large gala in the spring. This year, we're hosting a gala for our museum. We do a stewardship event in December.

I think that because before I was at Hill, there had been a little bit of lack of community engagement in some ways. That's been something we've been really strategic with in order to

make those contacts and build relationships. So Events is actually...

Just been a huge.

part of what we've been doing in advancement over the last year especially.

H Hill College Events 1 1:58:06

I'd like to kind of expand a little bit on that. We would really love to, I would really love the city. Whatever we do to do events from an IT step, from tracking in an IT standpoint, that if you're familiar with like an ad hash to where it is able to do everything from the event request to the calendaring, to, hey, I need IT, marketing, police, and whatever, to be able to select those in that process, and then to generate individual emails that then go out to those individual departments. Right now, it's piecemeal, it's Ashlee's group, and we got PDFs go back and forth, and then we use our support ticketing system to, you know, to request items with that. In a perfect world, I'd love to see that all together in one area. We have looked at, you know, our existing solution doesn't quite fit what we

need. We've looked at other ones, but like, we don't want to pay another. you know, for another solution. So we kind of, you know, my team did put together a ticketing system and we, using our ticketing system, we are able to do certain requests that send off, but ideally that would be all together and not pieces that are all over the place.

BD Barb DeYoung 1:59:25

And are you looking for that as a campus-wide solution, not just for the foundation and advancement, correct?

H Hill College Events 1 1:59:31

I think so, but that's what originally we was the plan. And then it's kind of didn't work out. So we've kind of devolved into that. But I think that would still be something we would like to see is instead of bits and pieces everywhere and spreadsheets and PDFs and I support tickets that it can all been calendar over here somewhere that it's all somewhere that can be all done together.

AF Ashlee Ferguson 2:00:00

Well, in advance at the College Events is within advancement, so that's another part of my division. So, I mean, even if it's a campus. an event that's being, I mean, unless it's a student. experience type of event, the institutional events go through my department at some level.

H Hill College Events 1 2:00:26

Yeah. And that's what I said. We have multiple kind of events. We have the stuff that goes through Ashlee's department, those what is called events, but then there are a lot of events that happen outside of her department, like the student services events and things like that, that a fully featured system should be able to handle both. It should be something that should be able to be both.

AF Ashlee Ferguson 2:00:44

Yeah.

H Hill College Events 1 2:00:47

kind of a deal.

AF **Ashlee Ferguson** 2:00:48

Yeah, I agree.

H **Hill College Events 1** 2:00:50

How is prospecting handled today?
Ask.

AF **Ashlee Ferguson** 2:00:54

Well, that has been one of our really big challenge points is we purchased some alumni data from Alumni Finder, and we have not been able to get that data integrated as of yet. And so that has been just the difficulty of being able to Move data even from one part of Jen's bar over into advancement has been a struggle, so that's one thing I'm that is really important to us is that we can move data and list.

just more adept, like adeptly, more quickly with, you know, without having to pay, you know, 5 to \$10,000 every time we need data moved. Because that really slows down our ability to get things moving in advancement.

H **Hill College Events 1** 2:01:56

So let me just, I kind of like elaborate, what do you mean by paying five, \$10,000 to move data?

AF **Ashlee Ferguson** 2:02:01

I mean, right now, it seems like with the current solution we're using that, for instance, to get the Alumni Finder data moved over, I was under the impression originally we would be able to do that ourselves. And I had called and confirmed it. But then when we got the data, they were like, oh, no, you're not going to be able to do that yourself. And then it took months to even get a price. So that, and now we have a price, but then we are like, okay, we

H **Hill College Events 1** 2:02:06

See.

AF **Ashlee Ferguson** 2:02:26

We have to wait for our budget to reset so we can actually do it. And then, you know,

we've been trying to move over some data, alumni data, which we have in Jenzabar, but we don't have an advancement. And we've had several calls within our, within Hill to try and figure out how we could do that. And at the end, Dennis, I believe, told some members of my team, well, we're probably going to have to have Jenzabar do that.

H Hill College Events 1 2:02:33

Nope.

Yeah.

AF Ashlee Ferguson 2:02:48

and they're probably going to charge us. And so it's just, that's a real struggle point because some of the reason that we were using Jen's of our advancement was for the ease of being able to move information within our own system, but it really hasn't proven to be easy or quick so far.

To be candid.

H Hill College Events 1 2:03:09

No, I appreciate that. Yeah, yeah, no, no, I was trying to figure that out. From a standpoint of your president, who it sounds like is very interested in understanding and growing this area and working with prospects, do they have the ability It kind of comes back in prospecting. Do they have the ability of having information on their phone if they're in a certain area or they're sitting with somebody or they see someone out and about and understanding if they're a donor, if they're not a donor, what they've donated, things like that?

AF Ashlee Ferguson 2:03:44

He does not. I would, I would like us to be able to do that that way. I don't, I have used Ginzabar Mobile before, but I do not believe that he has. So, I mean, he hasn't, I guess, shown that level of interest in the...

in the software yet. But that is probably something that as we move forward, we need to train him to use advancement software while he's out and about because he's especially passionate about being able to like capture alumni data while he's out, some of those things. And the same for all of us. Like I said, we're doing

H **Hill College Events 1** 2:04:06

Sure.

AF **Ashlee Ferguson** 2:04:24

So much in community relations, and...

in events and things like that, that we're all working to, you know, capture that information and then we just kind of bring it back to the advancement staff right now and have them enter it into the system. But I mean, I think really utilizing a mobile solution for that would be helpful, especially because we have a small staff and we're always on the go. So that would be
That would be great.

H **Hill College Events 1** 2:05:06

All I got.

So for my IT team that's on here, one of the, and it touched a little bit about what Ashlee was just saying, as we move forward in our next iteration, we really want to be able to have some control over our in-house ability to move data if, and we know that we are looking for a hosted SaaS solution.

So those opportunities are limited. But if it's data that we have, we should, we do want to have the ability to move it over to a spot that that Ashlee would need or another department will need. So booming has been a challenge for us. And the fact that we don't have

visualization into what is being done and what is being moved. So not saying we can't use Boomi, but that has been a pain point for us in what it takes to get a Boomi integration and what it takes if Boomi integration isn't working.

to actually be able to be a little bit more self-sufficient. So that is something that we would like to see as we move forward, is that a little bit more control over that, or certainly at least insight into seeing what is run so that we can see when we pull.

Because when we do, if it works, when it works, it works. When it doesn't work, it takes a lot of time.

to get it resolved. And so

That's one of those items where I think somewhat what Ask is talking about is how difficult it is to get data from, you know, one spot to another. And even though we are, our current systems are all from the same company, they're not fully integrated,

at least from what we've seen so far.

Okay, well, we got to. Suzanne, did you have, did you join in earlier? Did you have questions on Ashlee for advancement?

Okay, you're muted, but I saw you shaking your hand, so we're good. So, Suzanne came on for the next. Yeah, that's what I thought. So, okay, one last time, and you had no other questions, now we can say, we can say goodbye to Ashlee.

BD Barb DeYoung 2:07:21

Thank you, Ashlee.

AF Ashlee Ferguson 2:07:21

Yes, I've got to deal with that. I've got to may take a call on all this weather since we have an event on Friday, so...

If you have any other questions, let me know, but thank you.

BD Barb DeYoung 2:07:34

Thank you.

H Hill College Events 1 2:07:34

All right. Thank you, Ashlee. All right. So our next our next up is probably the biggest one that we have, which it's listed as kind of, you know, student teams, but that's going to be about our academic side of the house and also our student.

AF Ashlee Ferguson 2:07:35

Everyone.

H Hill College Events 1 2:07:53

experience side of the house. So you have a few minutes to catch a breath, run to the restroom, because I think the next one will be pretty well packed.

Tiffany, do you see? Do you see Lisa Branham out there? She said she joined. She joined the wrong thing. I sent her the link. I'm hoping she sees it. OK.

She, she joined the placeholder.

I'm sending her a message just to make sure she switched over. Thank you.

I saw it pop up, but I didn't see her over here and I was like, yeah, I saw it pop up and I was like, oh.

Which is?

Students.

Yeah.

Two.

With the rest.

I mean, I was like, six, five, six. She was gonna be there, only two in TRANS. There's a team that still thought.

How did Team?

I mean, if you know what happens, I can always drop you at the at the terminal, and then go return to Gardens and turn them until back there, and if you have a chance of it, you can do that, yeah, well, it's an hour, endless blocking.

Yeah, no, I think the way easier on the way, so yeah, you guys are sweet.

Hey, who can't do some standby?

Literally stinking by, I think, so I just know what ends in the exchange.

What kinds of three to 30 something?

Greatest thing I ever had. I was in D.C., and I was trying to do standby an earlier flight, and there was one flight, and that was the next, and they said there's one flight, you know, you're the next, you gotta, you don't wait till, and then like 6 guys in black suits and the glasses walking up.

periodic dude, like, with his hands on his back and he was out on the flight. Like, it was like, it was like a DC thing. He stole my open spa. I've never seen it before, but it was like a movie, you know, like you just see the guy in the suits. I don't know who this guy was or what he did or who he was waiting for on the plane, but I'm like, I'm at the next flight.

They want to be on. Thank you for going. I think I'm not any part of this, and I'm just so Robby here, sitting here, even being, you know, I don't need any trouble.

That was the only, my last flight, there was a pilot standing in the jet bridge, but he waited, everybody else boarded, and then he got the seat in the very last row, like a middle seat, but I think that, yeah.

By this record, her husband's one pilot for Delta, and...

We can jumps.

It is. They can be done Southwest. It can be American everything. And he's like the amount of times. I've had that mental sleep. Yeah.

Do that.

Yes, yes, right, right.

Good.

Sure. Is Lisa in this? She's she's got room. 10:30. Sucks. So, we're on the website. I mean, the voice is a little taller, but okay. All right, everyone. I'm going to get started because I think this has the potential to be, you know, probably our longest session of the day. We do have a couple new people who have joined online and and new Vice President of Student Learning and Success is here as well. So, Suzanne, I met you yesterday, but if you want, can you just like kind of just say hello and let everyone know who you are?

MS **McCool, Suzanne** 2:14:08

Hi, I'm Suzanne McCord with Ellucian, and I am one of the solutions consultants who will be involved or on the team that is involved in the presentations. So we are looking forward to talking with you today about

H **Hill College Events 1** 2:14:12

The.

MS **McCool, Suzanne** 2:14:26

about what it is that is going to help you progress with your current search.

H **Hill College Events 1** 2:14:34

And Lizza, Lisa, you wanna?

Say hello to everyone.

LB **Lisa Branham** 2:14:40

Hi, I'm Lisa Branham. I'm the Assistant Director of Admissions and I'm also the Registrar.

H **Hill College Events 1** 2:14:50

Yes, I'm Shelley Pearson, Vice President for Student Learning and Success. So essentially Chief Academic Officer, and then I have some other areas like dual credit, MOUs, those sorts of things under me. And I will preface my part in the conversation by saying I've been officially in this role for two weeks. I've been in the role since student.

but I have only been at Hill College for, I came in late December. So my interaction with the current system has been fairly minimal peripheral, but I will say I came from JCC. I was there for the last

four years as Vice Chancellor was involved in their RFP process all the way through. When I left, they had just started the next, the acceptance phase and all that kind of stuff. So I've been through the process before and I have a pretty good understanding of evolution and workday. I went through both of those demos. But outside of that, the current system questions, I will have to probably punt in some areas if it's specific to the system.

Thank you. Thank you, everyone. And so just get a reminder, this is your opportunity to ask the people in the room any clarification questions from the RMP or anything else that you would need. And it's just kind of like if you have a question, just kind of speak up. And so with that, I'm going to turn it over to the room. I'm also going to go check to the AC in the back.

I think this room is getting a little hot. The sun is still fog, and you're not. Nine mile. He's got the jacket on. I can take the jacket, but it's 73 degrees. So just need the air moving.

Ask.

MS

McCool, Suzanne 2:16:47

Okay. Lisa, since you wear all the hats, I might start with some questions for you. And starting from an admissions standpoint, do you do all your applications through Apply Texas or what are you doing today from an admissions process? And do you kind of own all of the programs or

H

Hill College Events 1 2:17:07

So.

MS

McCool, Suzanne 2:17:08

from an admission standpoint or what's going on there.

LB

Lisa Branham 2:17:12

We use Apply Texas for admissions applications, and then we have a form flow application that we use for

seniors that are dual credit students that are transitioning to continue on with us. We use that strictly to bring them over to being, you know, first time freshman in college. We don't make them go back and do Apply Texas.

So we have an in-house form flow that we use.

for that process. We also have form flow applications for our echocardiography,

nursing,

And I think that's it right now. They still do apply Texas to apply to the College, and then those specific programs have their own application.

to their programs, so we use those programs, I'm sorry, we use that process to have the application flow into Jenza Bar One.

MS **McCool, Suzanne** 2:18:28

Okay.

So those two particular programs have, they're more competitive, have additional elements to them that you're looking for. Is that what's involved in the secondary application?

LB **Lisa Branham** 2:18:42

Yes, they have their own program requirements, and so students have to apply to the college as well as apply to those programs specifically.

MS **McCool, Suzanne** 2:18:52

And your dual enroll students, generally they go through Apply Texas, so like everybody else, is that how that's done?

LB **Lisa Branham** 2:18:59

Yes, they go through reply texts.

Correct, yes.

MS **McCool, Suzanne** 2:19:23

Good to know. From a like a pre-application recruitment process, what's who's involved in that? Where do you what kind of tools are you using for the early engagement or marketing?

H **Hill College Events 1** 2:19:41

So for the recruitment side of things, the recruiter, as they go to various events, like we just held a tackle event here on campus, there is a request for information that is entered in as a prospect in the J-1 system right now. And so we utilize that to communicate with those students.

MS **McCool, Suzanne** 2:19:44

Uh-huh.

And what kind of communication tools, like e-mail, hard copy, letters? What are we doing to talk to those students?

H

Hill College Events 1 2:20:09

So right now there's a communications module that we utilize to send out information to the student once we have their e-mail and we communicate with them that way. We also have the program coordinators reach out to those students if they have specific questions in regards to the program.

MS

McCool, Suzanne 2:20:26

Ray.

Are there things that you would like to improve about your current process or you feel very comfortable with what's going on right now and you just want to make sure that...

H

Hill College Events 1 2:20:35

We always need improvement. Our recruiter is new to the position, so she's only been in-house.

almost six months, I guess. But we've been had her on the ground and running from day one. So I mean, there's a lot to get her up to speed over this year in trying to Beef up what we do for recruiting.

MS

McCool, Suzanne 2:21:02

And she's going out to schools and also you're holding events on campus.

H

Hill College Events 1 2:21:07

Yeah, so we have a, currently we use a jot form to let students sign up for tours on campus. And since we have three different locations, they have the ability to pick the day and the location for that. And so she coordinates either herself or somebody else to help with the tours on campus.

But she's also attending various community events and that type of thing too.

MS

McCool, Suzanne 2:21:37

No, I just jumped in there. I know there are other people in the room, so y'all, I don't

want to take over all the questions.
But I'll fill the space, I'll fill the silence.

H **Hill College Events 1** 2:21:45

Okay, jump back and forth, but um, and...

I would say, just for clarification, there's no other third-party like CRM systems you guys are using, no, in terms of like a slater.

Nope, we try to utilize the system that we have.

MS **McCool, Suzanne** 2:22:10

So as part of the admissions process, are there test scores, other things that you're looking for to determine acceptance?

LB **Lisa Branham** 2:22:23

Yes, we bring in placement scores, so that could be TSI scores, Texas Success Initiative scores.

SAT scores, ACT scores, College Bridge certificates. We also collect a student's meningitis vaccine record or the state waiver. We collect any high school transcripts if needed.

college transcripts if needed, depending on what type of student they're in. So anything that's needed for admissions, we collect that data and enter it into Genza Bar 1.

H **Hill College Events 1** 2:23:05

So as a community college, we are open enrollment, so there's not a hard and fast acceptance policy. It's just that we have to get those documents to determine that they're ready to go on to be a student.

MS **McCool, Suzanne** 2:23:05

Um...

Mhm.

And then as a...

Do you have a lot of students transferring in from other institutions? Is that fairly common?

LB **Lisa Branham** 2:23:32
Transferring in.

MS **McCool, Suzanne** 2:23:33
Right, from other colleges.

LB **Lisa Branham** 2:23:34
Yes, we do. Yes, we have a lot of students that transfer in. We have a lot of students that are coming to us maybe to take a class or two to transfer back to their institution. We have lots of different scenarios of student situations.

MS **McCool, Suzanne** 2:23:53
And then do you have any offerings that do not require students to go through an admissions process? So like community offerings where they just come in to take a class and they're not necessarily pursuing a program? Is that something, is that part of your curriculum?

H **Hill College Events 1** 2:24:10
So depending on what program they're trying to do, if they are going through our... what you guys would probably refer to as continuing education. There is a simpler process that does not require the Apply Texas process, but it does have an application in a sense, and we do work through that with whatever requirements are of that particular program. Right now, they are dispersed over our pathways. They're not their own department, but they still do have a registration form, so to speak. that needs to be processed and the student is entered into the system just like any other student.

MS **McCool, Suzanne** 2:24:48
Sure, but they're not, they don't have to do apply Texas, they do a kind of a different path in.

H **Hill College Events 1** 2:24:53
Yes, yes.

MS **McCool, Suzanne** 2:24:54

Okay.

Um...

I know we only have a short period of time, so I could probably fill it all with admissions questions.

H **Hill College Events 1** 2:25:05

We have plenty of, I mean, we, you have until 1130.

Ask away.

MS **McCool, Suzanne** 2:25:13

Ah.

So getting into some of the other.

Arias from a from a curriculum standpoint, once we get the students in, do you have do you have laid out kind of recommended academic paths for the student where here's here's the courses that you should take and this is the order of that you should take them in?

like clear pathways defined.

H **Hill College Events 1** 2:25:45

Yes.

I don't know what it looks like in our system currently, but that would be, you know, definitely back in.

Also, the CRM type setup, you know, managing curriculum with the ability to have that CRM kind of wrapped around it would be ideal as well.

So currently our process for students is they do have a pathway to follow and they do have

It's called an advising worksheet in the system, and the students can see what classes they have taken, which ones they need to take, which ones are in progress, which ones have transferred. They have a way to identify all of that work once it's posted to their Hill College transcript. Students do have a sequence plan to follow, but they can make adjustments to that sequence if needed.

So Advising is the one that actually works with the students on adjusting those plans as needed.

MS **McCool, Suzanne** 2:26:50

And for your programs like Nursing and your echocardiogram program, did I say that right? That do you have, are those more prescriptive, like you must do this? Do you run those through cohorts? How does that, how do those more

H

Hill College Events 1 2:27:08

So, yeah, we refer to those as special admissions programs, and that's why we have the separate application for them. That application is through the system. Once they're accepted as a student to the college, they can apply for the program. All the stipulations are on the application itself as to what's required.

MS

McCool, Suzanne 2:27:09

Special programs work.

H

Hill College Events 1 2:27:27

either pre-req courses or various tests, immunizations, all that type of thing. But then that education plan is available on the public website as well, so they can see what courses are needed and see what pre-reqs are needed for the courses. But then again, once they're accepted and into the program, they can see what classes they have, what they need, what they've completed.

MS

McCool, Suzanne 2:27:40

Mhm.

H

Hill College Events 1 2:27:51

All of that.

MS

McCool, Suzanne 2:27:53

And, and...

H

Hill College Events 1 2:27:53

And it is structured. It is sequenced in a fixed sequence. There's a conditional type sequence.

MS

McCool, Suzanne 2:28:01

So they're coming in with a cohort that they move with.

H **Hill College Events 1** 2:28:03

There are, yes, yes, yes, and moving through in a sequence progression.

MS **McCool, Suzanne** 2:28:05

Okay.

So for those programs, it's possible to have a student, they've applied to the program, they've applied to the college and they get into the college because you have essentially open admission, but they may not necessarily get into the program right away. They would have, like they might have some prerequisites that they have to meet before they can actually get into the program. So it's more conditional.

H **Hill College Events 1** 2:28:25

Correct.

Correct. So part of that application process is coming through Student Information Services. We hold the application until all those requirements are met and the program notifies us who's been accepted and then we move them to the registration side of the house to be able, as a cohort, to be able to register for the class.

MS **McCool, Suzanne** 2:28:50

So then everybody who's met those requirements becomes part of a cohort that moves forward. Now does that cohort, does that cohort, do they all take the same classes at the same times or so it is like a full, like your, this is my group, I'm going to see you every day kind of thing. All right, cool. Now for your registration for that, do you have,

H **Hill College Events 1** 2:28:56

Correct.

Yes.

Correct. Yep.

MS **McCool, Suzanne** 2:29:12

On.

Do you currently kind of register them for those courses together as a group or do the students still register themselves?

H

Hill College Events 1 2:29:22

So they actually go through an orientation process. And as of orientation, those program coordinators are notifying our department that these students have met the orientation and all requirements to be accepted to the program. They are actually registered that day. An advisor is there with them at orientation and they're registered as a group.

And then each semester following as they are progressing through the program, then they are registered as a group.

MS

McCool, Suzanne 2:29:50

So they're not going in individually and putting in their registration. It's registered through your system as a group.

H

Hill College Events 1 2:29:56

They can do it either or. They could do it either or. Is it different for different programs? Some self-register and some of that cohort model. So in the past, our nursing programs have probably been more of the cohort model. There are some other special admissions programs that are not following that prescribed process. and they can go in and register themselves or they can have assistance from Advising.

How do you all manage the clinical rotations of the programs? Do you guys do that inside the system now? No, I think they're using a third-party, some sort of some form of scheduling third-party platform. I don't know what it is, but I don't think it's not through the system. Thank you.

MS

McCool, Suzanne 2:30:44

Yeah.

And for students who are just coming into the other programs, is it easy for them to kind of switch directions that they're in? So if they might have started out maybe communications and they decide actually they are really interested more into technology, like is it really an easy switch or what's that process look like?

H

Hill College Events 1 2:31:12

There is an actual change of major process that we put online through the portal so

that students can if they do want to make that change and then that is processed for our department to change them so that their education plan shows up correctly and they know which classes they need to take.

which of those classes they've already taken moved to the new program as well. And then if there is any transfer work that was posted.

that went to the previous program but needs to be added for this program, then we go back and review those transcripts as well. So there's a whole process behind changing a program.

MS **McCool, Suzanne** 2:31:50

Okay, so that sounds like there's a bit of work going on there. So you have to reevaluate the transcripts for what might transfer into the program.

H **Hill College Events 1** 2:31:58

Some, not a whole lot. I mean, we typically post everything that's required of core and required of their degree plan at that time. So if they change, then it may be one or two classes that may be added at that point if it wasn't part of the other program.

MS **McCool, Suzanne** 2:32:15

Okay.

H **Hill College Events 1** 2:32:16

Okay.

MS **McCool, Suzanne** 2:32:18

So, and I'm gonna pull that thread a little bit, and I'm sorry for if there's other people who have questions. I know, I feel like I'm dominating here, but the the.

For the transcript evaluation, are you kind of only evaluating the classes that would transfer if...

If they meet a program requirement and then the ones that are not included or not that would not transfer into that program, are you just kind of leaving those out there and unless they switch to another one, is that what's going on?

H **Hill College Events 1** 2:32:52

Well, there's also the consideration for, you would probably see it as general education requirements. It's our Texas core. And so therefore, those classes are

posted as well. So we try to post everything that's a general education requirement, as well as anything that's related to the current major that the student's in.

MS **McCool, Suzanne** 2:32:59

Mm-hmm.

Okay.

Got you.

And do you have kind of standard equivalencies because you'd get a lot of transfers in or are there like commons schools that you get students from?

H **Hill College Events 1** 2:33:22

Yeah, I mean, we have several schools that are, we have catalogs loaded for each one of those schools. And so it's easily for us to pick which class needs to be assigned to that student from that school.

MS **McCool, Suzanne** 2:33:36

Gotcha. And is that like from those catalogs that you have loaded, do you have a standard articulation agreement that's already set in place in the system, or is that something that you would like to have?

So that you don't have, like, when that transcript comes in with that course, it automatically says this, this is equivalent to this at our at HEALTH.

H **Hill College Events 1** 2:33:58

That's what the Common Core system does for us as well. So we utilize that system to verify that that course is in fact transferable. If for some reason it's an out-of-state school, then we typically look at the catalog and get with our program coordinator to determine an equivalency.

MS **McCool, Suzanne** 2:34:15

Makes sense. And speaking of equivalencies, I know this is a little bit crossover back into admissions, but do you accept AP exams, CLEP tests, those types of things as course equivalencies? I see your head nodding there, Lisa. So yeah, okay, great.

LB **Lisa Branham** 2:34:31

Yes, AP and CLEP scores will go through our prior learning assessment process just to evaluate them. We have a prior learning assessment plan process where students

have to meet certain requirements before any type of coursework would be posted to their Hill College transcript.

H **Hill College Events 1** 2:34:42

Thank you.

LB **Lisa Branham** 2:34:53

So as long as they meet those guidelines, then we'll post those courses that they. Would. have credit for.

MS **McCool, Suzanne** 2:35:07

And.

For student registration.

Can you walk me through what that process is like for the students in general for most of the programs?

H **Hill College Events 1** 2:35:24

Registration.

MS **McCool, Suzanne** 2:35:25

Yes, please.

H **Hill College Events 1** 2:35:26

So it's really all about the student experience. The student is admitted under a major. They have an academic plan. They can log into their MyHC student portal and they can self-register into courses on their plan. And if the course is not in their sequence, The system prompts them to let them know that. If it is off plan and they're in financial aid, the system prompts them to let them know that the course may not be eligible for financial aid, which is fantastic. That lends them then to outreach financial aid to say, hey, I registered in this course. Why is it giving me this message? And then financial aid can explain that.

And then they can put the classes on their calendar. They can pull them until they come back a week later. They can wait until they meet with an advisor just to make sure they're doing the right thing. And they can put them in their cart. They can

check out later. Once they check out,
With those courses, they can run a bill to see how much they owe for the courses.
The system is very student-centered in my personal opinion, and we want to
continue that.

MS

McCool, Suzanne 2:36:40

Yeah, sure. So with that, when the student registers, do you enforce payment for registration billing at that time, or do you, it's more of a billing where they have a certain amount of time before they have to pay?

H

Hill College Events 1 2:37:00

Well, everything we publish, every e-mail they get. So like if a student registers today, tonight, an e-mail is generated through our compost module that says, we registered in class, remember to pay your bill, buy your books, blah, blah, blah, like all the things they need to do to be prepared for the first class day. So everything that we put out to students says payment is due upon registration.

However, depending on when they register, they may be waiting for scholarships to come through, financial aid to come through, something of that nature. So no, not all students pay at the time of first year.

MS

McCool, Suzanne 2:37:33

So speaking about the financial aid, can they are they able to see when they look at their bill, any words that were packaged or does it does it not show until the awards have been dispersed?

H

Hill College Events 1 2:37:48

We actually take advantage of the anticipated aid option and so that aid is going over as financial aid is packaged and that billing is made available along with the anticipated aid.

So then they can see how much aid is actually going to cover their tuition and fees.

MS

McCool, Suzanne 2:38:06

So they have a clear picture of what they owe and what's due. Do you have a standard kind of payment plan type of options?

H **Hill College Events 1** 2:38:10

Yes, ma'am.

MS **McCool, Suzanne** 2:38:19

Where, like...

H **Hill College Events 1** 2:38:20

Payment plans are an option, yes. And it's done through Herring Bank currently, and they have the option to set it up monthly, weekly, bi-monthly, however they want to do it. And it has to be paid, I believe, the month before the end of the term.

I want to take a real quick blank here. We did have one person join online, Matt Lembaki. I hope I pronounced it right. If you want to let us know like where you're from and just kind of let you know this is your opportunity to ask questions and it's kind of just jump in.

As we have time.

MG **Matt Glembocki** 2:39:04

Absolutely. Can you all hear me?

H **Hill College Events 1** 2:39:06

We can.

MG **Matt Glembocki** 2:39:07

Okay, perfect. Sorry, I'm in a conference hall right now. But hello, everyone. My name is Mack Lenbaki. I'm with Workday, along with David. I'm a solution consultant on the student team here as well. Happy to be here. I'll try and jump in when I can. I know my internet here is not wonderful. So

I'm from, I live down in Florida, so I'm over in the Space Coast of Florida, and I've been with Workday now for over 4 years. Nice to meet everyone. Thank you.

H **Hill College Events 1** 2:39:25

No worries.

Thank you, alright, Suzanne, back-to-back to you or anyone else.

MS **McCool, Suzanne** 2:39:42

All right, I'm pausing just in case anybody else wants to.
Jump in.

H Hill College Events 1 2:39:49

We do have one near local on. I know you have three separate campus locations. Are there ever any situations where students would take courses at multiple locations?

Yes. OK, there we go. We actually have four, right? If you can put it. Yeah, Cleveland Technical. In Cleveland, we have the Cleveland, but yeah, that is Cleveland, Ohio, right?

Yeah, no, we've got 30 minutes earlier today, and I was like, students probably want to be taking classes. I got that now.

Right. So, but yeah, no, students are across multi campuses, especially dual credit. So we have dual credit who might be taking on-site within their high school as well as online. They may be taking a career technical education program on-site at our Cleveland Technical Center and online and in their high school. So

They just mix and match all over the place. Okay, that was my other question about your dual enrollment. Very nice. Thank you. And we do have, and correct me if I'm wrong, both Lizza or Shelley would know, we do have other instruction that happens outside of those four areas, right, that we have.

Some technical programs that we in our high schools in the high school, yeah, yeah. I know you guys have open enrollment and you do cohorts for the nursing and cardiograph. What does an academic calendar generally look like? And is there overlap between those calendars?

Not 100% sure I understand your question. So for an academic calendar, like when we open the schedule, right now, when we opened it last March, March 2026, mid-March, we opened it for the next academic year. So it was all fall, spring, and summer open for 26-27 for students to start registering.

But in addition to that, obviously, we were still in spring for the 25-26 year. So students were still registering for second eight weeks, spring, as well as summer terms. So I guess technically we had two academic calendars. Does that answer your question? It does. Thank you very much. The program is not. Go ahead.

MG Matt Glembocki 2:41:55

I do have a, can I, sorry. Just following up on that, with those, so your traditional just

fall, spring, summer semester calendar, I assume, with mini, like mini terms in between?

H **Hill College Events 1** 2:42:09

Mini and subterms, yeah, subterms are first eight week, second eight week within a traditional 16 week fall and spring in addition to a mini through mini. But in the summer we have 11 week, a first five week and a second five week.

MG **Matt Glembocki** 2:42:23

Gotcha. Okay, perfect. And do you have any classes, I think what David was asking, do you have any classes that overlap? So maybe they start in fall and then they go all the way to maybe like mid-spring or something like that, or they all fall up to the standard.

H **Hill College Events 1** 2:42:24

You sure everybody wants to say something?

No, no. But I failed to mention that we also serve our, we call it job training, but if you look at the build of our system, we have UG and CE, undergraduate continuing education. So we serve all of our continuing education courses through our current system also. We do not have a separate system for that.

So they operate on quarters, one through 4th. So those terms are set up in the system and students are registered in those courses.

MG **Matt Glembocki** 2:43:02

Okay.

Gotcha. And they have, they are known to the system, to your system currently, like they are not just, they come in for continuing ed is what I'm, what you, I think you were talking about was, do they come in and they can like not known to the school, come in, register, pay with very basic information.

kind of like a shopping cart functionality. Do you have any of that?

H **Hill College Events 1** 2:43:30

Yeah, yeah, yes, yes.

MG **Matt Glembocki** 2:43:32

OK, and that's all managed within your current system, right?

H **Hill College Events 1** 2:43:35

Yes, and we do have students too that are in both UG and CE, I will say. So some of our health science students that are UG, they'll take, for instance, CPR through CE. So they're registered in both terms or both environments, I guess you should say.

MG **Matt Glembocki** 2:43:53

Gotcha. Okay.

H **Hill College Events 1** 2:43:55

It sounded like kind of at the beginning of this conversation, we were talking about your students are registering perhaps for multiple terms at the same time. Yes, and then this eight weeks. Okay, and your eight week drop date goes through the start of the semester, so they can add and drop in the second eight weeks while they're in the first eight weeks. Is that right?

Yes, okay.

Sorry, I was trying to get straight, but no, just to caveat, no student can add online past first class or once first class day starts. So the way we have the system programmed is tomorrow was our first class day at midnight tonight, no student would be able to register in a class that starts tomorrow.

That makes sense. So in order to do that, they have to go see an advisor or success coordinator. Oh, gotcha. Perfect.

MS **McCool, Suzanne** 2:44:46

And the advisor is the one who registers them for the classes.

H **Hill College Events 1** 2:44:46

It should click.

Say that one more time.

MS **McCool, Suzanne** 2:44:51

The advisor is the one who registers them once you've hit that add drop period.

H **Hill College Events 1** 2:44:56

Yes, that is correct.

MS **McCool, Suzanne** 2:44:58

Now, is the student able to self-drop?

H **Hill College Events 1** 2:45:01

they can drop, not if they're in a current term, but if it's a future term, yes, right? So like if we're in the first eight week right now, which we are, students can go add and drop all they want for the second eight week. But once that, once midnight before the first class day starts, they can no longer add or drop that term.

MS **McCool, Suzanne** 2:45:22

Both are restricted to work with an advisor.

H **Hill College Events 1** 2:45:23

But.

Yes, that is correct. We do that because of populations, right? International athletics, veterans, like there's all these populations and so we want them to see an advisor success coordinator, you know, their co-reqs.

or developmental, anything like that, we wanted to know that.

All of the potential ramifications of their decisions.

MS **McCool, Suzanne** 2:45:54

Sure.

H **Hill College Events 1** 2:45:56

Very National Student Theater.

We're up. Growing. Thanks to Kevin. Yeah. My fault.

Adalee.

I'm going to say 75 to 80, probably.

MS **McCool, Suzanne** 2:46:17

And what tools do the advisors have? Are they going, what can the advisors see?

They obviously, they can register the students, but what other information do they have about the students that they're working with to help guide the students and give them appropriate advice?



Hill College Events 1 2:46:36

So they work in.

a J1 web Advising module through Jen to Bar. And they have access to all their information for their advisees, obviously, so they can see their transcripts, they can see their academic plan. If something has happened and they need to move courses on the academic plan, they can do that. They typically don't without discussing with the program coordinator or dean.

just to make sure, you know, it's not going to be messing them up in some form or fashion, or the ones that are restricted to a certain of sentencing, if you will. But test scores, helping purpose status. Any of those documents that a student has provided to admissions is shared in our DocuBase

Yeah.

document managing system. And so therefore, the advisors also have access to that. So that's all our transfer work, you know, the way our transcript or even the academic plan is set up, they can see what courses are on there, where transfer courses, what applies, what doesn't apply.

We have built all of our forms online. You know, we've learned that paper is hard to chase down. So all of our forms are built in form flow. So add drop forms, registration form, because we have both, withdrawal,

Our change of major. Change of major, yeah. Getting ready to build the official appeal in there. The change of grade for the instructor to submit. What can it be like? For substitutions. There's also for those students who drop below the 2.0 or have financial aid suspension, they have the ability to appeal through the student.

portal as well. Both of those are online forms. So we've really tried to take everything that was paper and make it electronic to serve the student. And then we make sure that all of the data is there and we can read it. It's legible, so we can read the ID number because they're logging in the portal. So it auto-populates everything.

they're dropping a course, they don't write down a course they're not even in, they're selecting from their actual schedule. So it's made life a lot easier than we can route them through the appropriate individuals. So like if it's a change of grade, the faculty completes it, it routes to the appropriate dean, it routes to VP Pearson, before it routes to our registrar for

Putting into the integrate screen, so...

MS **McCool, Suzanne** 2:49:17

So does the data that you capture in the form flow, does that ultimately upon approval, does that data flow into J1 or is that like the final step is somebody who's doing data entry in J1?

H **Hill College Events 1** 2:49:35

Yeah.

LB **Lisa Branham** 2:49:35

The final step you have to do the process.

MS **McCool, Suzanne** 2:49:40

Okay.

So if it's a grade change, somebody's going in and putting in the grade change.

LB **Lisa Branham** 2:49:44

So, yeah, if a grade change comes, then I have to go in and actually change the grade.

H **Hill College Events 1** 2:49:46

Yeah.

MS **McCool, Suzanne** 2:49:54

And if they're changing a major, you go in and change the major.

H **Hill College Events 1** 2:49:56

Should.

LB **Lisa Branham** 2:49:57

You changed the major. Correct.

MS **McCool, Suzanne** 2:50:02

That's not that kind of final step, but the data the students have in the forms is

pulling from the system, so it really is making it easier for you to make sure that information is correct, right?

LB **Lisa Branham** 2:50:13
Yes.

MS **McCool, Suzanne** 2:50:14
Perfect.
Van.

What tools do faculty members have with regards to what can they see about the students in their classes? What are they using from a learning management perspective? What are the tools that faculty have?

H **Hill College Events 1** 2:50:38
I can speak from Jen's of our side. I'll have to allow VP Pearson to talk about other things. But so a faculty member's view is different from a program coordinator's view is different from the dean's view. So a faculty can see all the information on the students in their courses. So they can see their transcripts, their academic plans, etc. So they can help any student in their course with anything. They can see their transcripts, purple form, you know, all the stuff. A program coordinator slash program director can see everyone within their program. So if you're the automotive program director, you can see all automotive majors.
and all this stuff. Then if you're a dean, the deans actually can see everything for all students. Originally, we had built it where they could only see their pathways, but the reason we changed that is because, for example, a student who wants to get nursing, because nursing is a selective admission process, might come to Hill and their major is Associate of Science, General Studies and Allied Health. Well, that would be under one dean, but then whenever they got ready to go into nursing, they would be under another dean. Well, if the deans or program coordinators were trying to help them, advise them, evaluate them, whatever, they needed to see all the students. So we did change to where the dean level is the same as the vice president's level, where they can see all the stuff.

MS **McCool, Suzanne** 2:52:24

So you have that kind of...

H **Hill College Events 1** 2:52:25

And here you come.

MS **McCool, Suzanne** 2:52:27

You have a granularity of access based on the roles as a standard part of your process.

H **Hill College Events 1** 2:52:30

That's good.

Correct. And then you can Kirsten will have to tell you about learning there. Right, we use D2L Brightspace for course management. And I think from the faculty perspective, one of the main things that I would say and hear is the Andrea Braids. and the entry of grades being aligned and pulling, you know, they only want to integrate once. They don't want to go into Brightspace and then go over into another system and then certify in a different area. So I think the integration of all of that is really important from a faculty perspective.

Yeah.

MS **McCool, Suzanne** 2:53:12

Is that what they have today?

H **Hill College Events 1** 2:53:15

Yes. Yes. One of the challenges that we have, one of the challenges that we have having grades that IT has asked, and we don't have a way of fixing it, is that the difference between the letter grade, which we use, but the numerical grade that the high schools require and the

MS **McCool, Suzanne** 2:53:17

So that's what you're saying. Go ahead.

H **Hill College Events 1** 2:53:35

how that gets passed back and forth through has been problematic.

So on the Jenzabar side of that, all dual credit students are quoted as dual credit. So when a faculty member goes to put infant grades, and obviously it's English 1301, for example, they may be teaching what we would call a mixed section, where they have dual credit students and non-dual credit students. So when they get ready to report their grades, they're going through and they're putting A, B, C, D, but when they get to a dual credit student,

they'll have two fields to populate. They'll have one field for the letter grade and one for the numeric grade. And the reason for that is then at the end of the term, we pull a report for, say, Cleburne High School. We send it to Cleburne High School. So Cleburne High School has the numeric grade. It can post it on their transcript for the high school.

So, the system know the Jenzabar system knows the difference between the students and allow the faculty to report their grade, but I'm not sure how. It's the that's the problem, but it's getting it getting it over there.

MS

McCool, Suzanne 2:54:45

So it sounds like just, I'm going to pull that thread for a moment. It sounds like what you do for the dual credit students or the dual enrolled students is you kind of have a cross-listed course so that from an instructor standpoint, they have a single roster, but the students who are dual credit are kind of, they've registered for a distinct section versus the

H

Hill College Events 1 2:54:45

No.

MS

McCool, Suzanne 2:55:04

the traditional student, as far as the roster goes, and even attendance in the class, it's all single course.

H

Hill College Events 1 2:55:14

Yeah, it's one single fourth.

So we'll set up like English 130103 WC. WC means online. And so it's out there on the schedule. So Whitney High School students, we might tell them, this is your section. So they can go register it online, right, from their high school. But then if I'm just a regular student, I might log in tonight at midnight and I can register on that. Works as well.

MS **McCool, Suzanne** 2:55:38

Okay.

H **Hill College Events 1** 2:55:39

Okay.

MS **McCool, Suzanne** 2:55:40

And they.

Do you have like distinct?

You know, subsections of the these sections for all of the high schools, or...

And do you have a limited subset of classes that are available for dual enrolled students? How do you restrict that?

H **Hill College Events 1** 2:55:58

Well, we really don't. I mean, some it's by section, right? Like some of them will be in an SC section, which is Cleburne.

we tell all this, we'll tell the counselors, the students, whatever, this is your sections that you can register in the history of English government, whatever, and then they look at their Bell schedule and they know which one they pick based on time frame. But it's not, it's not close to, yeah, it's not close to all the others. I mean, it's still visible.

Yeah, students just don't pick it 'cause the location literally says Cleveland High School.

The bigger our bigger issue is the online being able to restrict and hold seats for dual credit because we have mixed population in our online courses. So it's not designated as an online dual credit. But we'll have we have a course proposal process where the schools will tell us how many students they're going to need in an online course. And then

We actually close that course until right when they're ready to register so that we can ensure that those seats are available, but we don't have a way that I'm aware of to restrict a certain number of seats for a certain, you know, for different populations. Mentioned both online, face-to-face courses. Are there any other types of modalities, those modalities that you have? Hybrid courses, hybrid? We're looking at live stream, so we'll have the four, we'll essentially have, yeah, online, face-to-face, hybrid, and

then a live stream, and we'll probably use live stream a lot more than...
a typical hybrid in general, and a dual credit, primarily for dual credit. Just the rural population is so large.

Yes.

Even our CE courses. So all sections that are built in Tenza Bar go through whatever that process is called. Kevin, I don't know, where they go into Brightspace. In theory. It's still, that is a problem. It is currently breaking every day, every few days. Gentivir's been actively trying to figure it out, but it's. So, but yes, all.

Right now we have a process that runs every four hours.

That looks at the entire.

Gen. every all that we have information in gens by regarding classes, it will then compare to what's in D2L in Brightspace, and in theory only write the changes that it sees.

So, but that's that's that's everything in teachers, that's classes, that's sections, that's departments, all of that gets gets done on a on a booming integration every four hours.

Are you an attendance taking institution for daily attendance? We would like to be OK.

Yeah, the hurdles are like the typical hurdles, but yes, we do need, especially in the online environment, we need to have a mechanism for tracking, taking, tracking, and...

But I do also say, though, that on certification of rosters, faculty mentor for attending or offending, and that data does go to Dean Pustejovsky team for financial aid purposes, so that if they need to withdraw aid or something of that nature, they can. Okay, perfect. That was my question.

MS

McCool, Suzanne 3:00:00

And do you, speaking of aid, do you wait for disbursement until after classes have begun or how do you, when do you do your disbursements?

H

Hill College Events 1 3:00:07

One.

So we typically make a real the census date for first eight weeks, and then we disperse refunds 14 days later.

in order to get those rosters in for both the first eight week and 16 week census.

MS

McCool, Suzanne 3:00:26

OF.

And and I'm looking at.

Things like student attendance or grades and things like that. What are you using to help identify students who might need special attention or intervention? What tools are you using to kind of designate students as possibly at risk?

H

Hill College Events 1 3:00:53

So, Jenza Bar has an early alert module, and we're using that early alert module, and so it goes to teams of people. So, each term we upload, you know, changes, obviously. So, for example, if Lisa is an athlete and Lizza gets put in the early alert system by a faculty member, well, now Lisa's coach is notified.

all of our athletes in the halls, her resident hall manager is notified, the Dean of Students and Athletics is notified, her advisor is notified. And that way, various individuals are reaching out to those students to try to follow up with them to get them on track. Now,

traditional student who needs like commuter at Burleson Higher Ed Center that gets turned in by a faculty member. In that scenario, if they're not a part of some other sort of special populations, then it will just go to their advisor. But internationals, veterans, athletes, you know, any of those special populations, developmental ed will go to success coordinator. So

There's just various population that are set up.

MS

McCool, Suzanne 3:02:01

And in that the designation or kind of noting that somebody is at risk, is that is that all objective criteria or do you also have subjective submissions?
like observations from a faculty member or something like that.

H

Hill College Events 1 3:02:14

Bing, whatever.

Probably above, yeah. So like they might say they seem withdrawn and they were very engaged in the beginning, but now they're withdrawn. Or they might say they're sleeping in class. Or they might say they started out with A's and now they're F's. I mean, there's all kinds of things. But then there's also ways that we route them to other sources.

For example, if a student writes within a paper in English that they're homeless, they can put that in there and it routes to our residential life teams to see if we can maybe get them in the residence halls. If they communicate or write or indicate that they have financial aid difficulty or just financial difficulties. That routes to a team of people so that we can see what their situation is. Did they fail to complete the financial aid process? Did they not accept their loans? Can we set them up with emergency aid? Like there's all kinds of criteria we have set up in there. And depending on what information we get, then we can wrap them to hopefully whoever can assist. And I don't know.

MG **Matt Glembocki** 3:03:21

I have a quick question about that.
Go ahead, sorry.

H **Hill College Events 1** 3:03:25

I was just gonna ask.

MG **Matt Glembocki** 3:03:27

Is.
Mhm.

H **Hill College Events 1** 3:03:29

Well, let's say VP Pearson.

MG **Matt Glembocki** 3:03:33

Sorry.

H **Hill College Events 1** 3:03:36

I don't know if our system is doing it now, but the data collection on the other side, the retention of those students, kind of like that follow-up, the closing the loop piece on the early alert, not necessarily back to the faculty, but back to the faculty as well. But the capability to have the...
robust data collection on what happened with that student, what the student success rate was, what the intervention was, just kind of that whole collection and then tracking that student throughout the rest of the.
They're essentially beyond just the early alert, but really being able to tell what

interventions work, what don't, you know, times to intervention, those kind of things. All of that should come through our retention module, which is also a testable module that we have just recently signed off on and will kick off for spring. And that's access to all that information, dashboard, et cetera, to try to pull in all kinds of data, right? Like courses, grades, faculty, et cetera.

MG **Matt Glembocki** 3:04:50

That actually answered my question. Actually, just a follow up. So how does that data for the retention actually get in? Do the faculty members put that in and flag it that they, you know, are at risk or whatever, you know, you were talking about like the paper, they mentioned they're homeless. How does that get into the The system for that process to start.

H **Hill College Events 1** 3:05:12

You mean into the early alert system?

MG **Matt Glembocki** 3:05:15

Yeah, is like the faculty member initiating that? Is it like, obviously, I don't.

H **Hill College Events 1** 3:05:18

Anybody can honestly, in early alert, any faculty or staff can submit them. So even if, say, my resident hall manager meets with a student at midnight one night and the student says, like, I don't have any money to eat outside of the college or something, they can go into the early alert system and put in their scenario.

MG **Matt Glembocki** 3:05:35

Mhm.

H **Hill College Events 1** 3:05:40

you know, mom and dad lost their job or whatever. And then that would route over to our financial aid team. The other thing that person would do was have them do an emergency aid application, which is also built in, no, that one's built in, is that one in Jim or academic groups? It's in Jim number.

Okay, well, there you go. So that form's built. Our emergency aid application apparently is also built in Jenzabar. But again, that's a whole routing system for

emergency aid. So once we help them with their immediate need, we also try to route them to a team member to continue to make sure they close the loop and get all the resources they need, whether that's emergency counselor or whatever it may be.

MG **Matt Glembocki** 3:06:24

Awesome, got it. Thank you for that.

H **Hill College Events 1** 3:06:35

Any other questions?

Any academic questions, but I know I this is the correct session to discuss student life, right? Yes, at this point, fire away. Any questions that you have, just fire away. All right.

MS **McCool, Suzanne** 3:07:01

Can I can you walk me through the?

the graduation processing and what's up for the students? Do they apply? How do you verify completion? What's involved in that process?

LB **Lisa Branham** 3:07:17

So students apply through their MyHC portal. There's a graduation application, the application's processed, check for any transfer work that hasn't been posted or needs to be posted. It correlates to their advising worksheet.

H **Hill College Events 1** 3:07:19

Mission.

Because.

LB **Lisa Branham** 3:07:37

Um...

Then, after grades have posted at the end of the semester, I go back through them and make sure that they've passed all their classes, and then I confer their degree.

MS **McCool, Suzanne** 3:07:55

And is there in the application, are they indicating whether or not they're

participating in the graduation ceremonies? Do you do multiple ceremonies per year?

Lisa Branham 3:08:05

LB

We have one ceremony in May for all of our prior summer, fall, and spring graduates. And so during the spring semester, I'll start compiling a list of all of those spring, I'm sorry, summer, fall, and spring.

bring candidates, those that have already been conferred for summer and fall, and those that are.

or candidates for spring.

and they are invited to attend our commencement ceremony. So they receive an invitation to attend the ceremony and then they RSVP to that ceremony.

McCool, Suzanne 3:08:51

MS

And do you have instances where students may have completed programs that they were not associated with just from the number of classes that they've taken? And how would you find those?

Lisa Branham 3:08:59

LB

Sure.

Sure. So a lot of times a student, you know, when they apply to graduate, the major defaults to whatever their major is in the system. So a lot of times maybe, let's say they were a student from a prior term,

Maybe they were taking welding classes 10 years ago and they never applied to graduate, and now they're completing, you know, liberal arts or whatever.

I'll look at all their courses if they have the courses to meet welding certificates, then I'll award those welding certificates as well.

McCool, Suzanne 3:09:41

MS

And what does that process look like for you? Are you like looking at that and going, hey, there's like 10 welding courses that might need a certificate? Or is the system telling you, hey, there's 10 welding courses and this equates to a certificate?

Hill College Events 1 3:09:41

H

Yeah, launch.

LB **Lisa Branham** 3:09:47

Sure.

No, I'm typically I'm looking at it going, hey, they've got a lot of welding classes. I wonder if they've, you know, met certificates. So I'll pull the welding plans and look. And so that's me actually looking to see if they've earned any of those certificates.

MS **McCool, Suzanne** 3:10:09

Okay, so you're not allowed to play Powerball, are you Lisa?

Because we can't have you winning and calling in rich, right?

LB **Lisa Branham** 3:10:15

Yes.

MS **McCool, Suzanne** 3:10:16

And.

So that's amazing that you do that. Like it's all in your brain trust. It's amazing that you're seeing that and noticing those things is all I'm saying.

H **Hill College Events 1** 3:10:20

I think, I think B.P. Ross said.

I think V.P. Ross and something to add to that. Yeah, I just wanted to say we also have a, and Kathleen or Lisa have to correct me on this, it's either a report or a process that was built by Dawna name Lamar who looked in the system to where it looks for a sequence of courses for our occupational skills award.

MS **McCool, Suzanne** 3:10:29

But...

H **Hill College Events 1** 3:10:51

And it auto, is it auto award or it auto notifies us that the student is eligible for that award? That's why I don't know. I think it's a report and it tells us who could be eligible and reported for the funding.

And is that in reference to assisting with House Bill 8?

Yes and no. So that was built before House Bill 8. Honestly, that report was built before House Bill 8 because we threw a report on occupational skills awards for

funding a sequence of three courses, and they're designated in certain programs. And so that was built for us so that Lisa doesn't have to go look for those sequence of courses. The system looks for that sequence of courses and it notifies us. Before we move on, the VP Pearson is in the middle of something that she was dealing with, we pulled it in here. Do we have any other academic questions for her? I would rather be in here. OK, we resume our regular schedule programs. Kevin, I do have a general question, and I don't know if it's IT or not or whatever, but I heard about applications, we heard about forms earlier.

MS **McCool, Suzanne** 3:12:04
I, I think.

H **Hill College Events 1** 3:12:14
You guys, do you guys have an e-forms thing today that that you have your forms all sitting on out? We have multiple, we have multiple, so you have different forms too, still? Yes, all of the above, so we have some that's built into our existing. We we also use Adobe's sign-in forms. We also have. other Microsoft, some people use the Microsoft forms. There are paper forms that go around. So there's kind of a... You name it, we kind of used it. So a lot of them are in our existing ERP now, but I know Microsoft Forms, there's a lot of Microsoft Forms that are out there now. And Tammy, for instance, uses the, not Doc, I said Doc, I said Doc Sign, Adobe Sign, uses the Adobe Sign on a lot of her contracts and stuff that she'll send out now. She'll send those out. Okay, thanks. Are we good to ask financially any questions? Yes, you're right there. Okay, I'm just making sure. So in RFP you submitted, you asked about the CSS profile capabilities. We'd be curious to know how you're currently using those or how you plan to use those profiles, the CSS profile. And you're gonna have to tell me what she is referring to. Listen, I'm the messenger on this one. Set it down as a follow-up. Then I'll ask another question. What HEALTH formulas are you guys currently using?

We are three, I'm gonna say off the top of my head.

I think that's right. Standard Pell. Yeah. Standard Pell. Standard Pell formula.

MS **McCool, Suzanne** 3:13:55

You said Formula Three.

And the occupational award, like is that part of your scholarships that are offered?

H **Hill College Events 1** 3:14:13

The occupational skills award is actually like a degree or certificate that we award. It says when a student completes a sequence of three courses, say in welding, they are awarded that through the degree award process.

MS **McCool, Suzanne** 3:14:13

You were talking about earlier?

Okay.

Gotcha, gotcha. Okay.

H **Hill College Events 1** 3:14:28

We also have ICLCs they're awarded. ICLCs can be, that is in response to House Bill A that we were asked earlier. So, you know, with HVAC, it could be a student did the pass the Freon test. I'm making this up because I don't want to pass the Freon test. And so now they get certified in handling Freon. And so the faculty notify institutional effectiveness as well as Ms. Branham, who's on the call, so that those awards can be awarded as well.

MS **McCool, Suzanne** 3:15:04

Gotcha, alright.

H **Hill College Events 1** 3:15:08

Someone understood student life. I really want to go back to never said that. Yes, yes, please. Do you want to start off? Yes, so I've read a lot about residence life, basically tracking those items on your website, but I did have questions about student conduct. I don't know what you're doing today. Yes, student conduct. Don't learn to get in trouble. No, I'm just kidding. So we have not fully built out student conduct. So all of the infractions are built into our current system. The fines and fees, I guess you'd say, are built into the current system. However, Admin

Services has not been setting that side up.

for them. So what's happening now is, again, I'll mess this up, you get in trouble for parking in a handicap spot and you get a ticket and you have to go see the dean and the dean says, hmm, you get a \$50 fine. And so he puts that all information in the system, but then he has to notify the cashier to put a \$50 fine on Lizza student account.

So then Angela will put that amount and then the student will go pay it either online or at the window or call in or whatever they want to do. So we have that capability.

It's 100% on us that we're not using it, but I still pull that data for Clery Act data. I am telling you that the last

Five years of my life had been so much easier with having our resource officer contact our agencies. We pull our data from the system, we make sure they're matched, and we submit the clarity. I do not want to go back to anything that does not allow me to do that.

And we also have some capabilities to build out our residential life that we have it. So we are still doing manual check-in, check-out process. I mean, we're doing a slide work assignments and things in the system that we know from going to our vendor conferences that that's available and we just haven't done it yet. So I've heard from the team that will be in place.

So again, it's one of those things, once I build it out, I don't want to go backwards.

And, you know, we manage keys and everything else in our current system, and I would love to complete that capability. So our keys are numbered. I can say, you know, resident, this resident has key A, this resident has key B, this resident has key. BA and this person has two or Rome, and so that's fabulous. It helps us track keys and know who lost, who gets fined, etc. And then on the student board side of that, we haven't 100% built that out either, but we went, we started building it out and we started rolling it out and then we only did it for Student Government Association and it was stopped and we had PTK.

and all the people and said we do it and then we get it moving further and so then we restarted this year with our...



McCool, Suzanne 3:18:11

For the housing, what is the application process like? Are you doing that through your forms or do you have a delivered application?

H

Hill College Events 1 3:18:19

So our current vendor has a form already out there, and we just like took that existing form and added the extra fields we needed, basically. And then students log into their MyC portal and it self-populates everything from the system, and they tell us if something's wrong, and they go in and answer the rest of the questions. They can upload documents. So for example,

They have to answer questions because we do background checks. They have to update, you know, upload a copy of drugs, etc. So all that's done right there in the application. They complete the information, they upload what we need, they submit it. We review and approve. We do not do like watery or anything like that for room assignments.

We actually assign rooms and the reason why we do that is we only have 286 beds and about 250 of those are athletics and the rest are e-sports or a few other students. So we assign our rooms by what we call pods. So like basketballs in a pod, baseballs in a pod, softballs in a pod, etc. So we know what those rooms are. So our residential life Admin Assistant, when those housing contracts come in, she auto sends those to those rooms based on their score and that obviously is included in the residential life app. And then we know from coaches as well. So we do.

MS

McCool, Suzanne 3:19:45

Where are you managing the sports rosters? Is that a separate system?

H

Hill College Events 1 3:19:49

Yes, that's sports tracking, again, available within our current vendor. It's a sports tracking system, so we embed all those athletes. We have a team of people who work on those as well. So Miss Branham and Miss Pustejovsky are here in this room. They work with our Avi on eligibility and who's scholarships, who's not scholarships. So all of that information is put into sports tracking. It also helps us because we have a federal report that's due annually for us reporting, how's it called, athletic. Kathleen, I'm looking at you. Oh, I'm sorry.

Athletic, the federal report, we have to do athletic eligibility. Yes, long story short, it pulls from sports tracking, equity and athletics, equity and athletics. There we go. So we have to pull in data about, you know, GPAs, et cetera. So it's amazing because you already have your sunset in sports tracking.

And so it makes it a lot easier for IE to pull all that data of course and report. And eSports also has rosters, but we are unfortunately are not part of that. We just use spreadsheets right now. I can set you up the student works. So we would love to possibly, I don't know if we even could use it. We don't have anywhere near the regulatory requirements for reporting that.

It's not, so, but yes, we we use a we use spreadsheets, so which is not, I don't have to.

MS **McCool, Suzanne** 3:21:20

Speaking of...

H **Hill College Events 1** 3:21:20

Are you tracking any athletic sports? Are you tracking any non-athletic sports, like in the roster? Well, these sports would be, yeah. Student government, maybe those types of other student organizations.

MS **McCool, Suzanne** 3:21:40

So like any, like the student government, the affinity groups, any of that that you're tracking?

H **Hill College Events 1** 3:21:46

Yeah, the SGA, that's what I'm saying. Like we built them and student orgs and then student organizations and we are going to continue to build it out. And then we had a conversation with PTK and then we didn't follow through.

MS **McCool, Suzanne** 3:21:59

So it's just still in development for you.

H **Hill College Events 1** 3:21:59

You mentioned.

Yeah.

MS **McCool, Suzanne** 3:22:04

And so...

H **Hill College Events 1** 3:22:04

about some student group activities. You started building up the actual portion of

the student groups recently. What kind of functionality are you looking for there? Well, they were looking for, so they're not all faculty and they don't all have faculty rights, etc. So they want the ability to look at transcripts, et cetera, right? Just like a faculty member could for a student. So if we build them in student orgs, they have that capability. And that was the same thought process when we build out student government, and that's what we were trying to do for PTK, was so that they have that subset built and we can give those permissions where they can go look at what they need. But in addition, in there. We can track officers, who has the mandatory retraining required by policy and law. If they go to meetings, don't go to meetings, they can build out all kinds of things in that system. Awesome. And is any of that student facing in student portal today? For students. for students to see that their activities and involvements on campus. Do they have access to that today? Oh, wow, that's a good question. Well, I mean, like, are you referring to like an activities calendar of all the events? Yeah, well, well, I mean, yeah, but that's not built in Jinzabar, but I think I understand, like, so if I'm a treasurer of... Student Government Association, can I go out and see how many meetings I had in Huntington? I don't know. I need to go check that out. I have to ask my SGA. Awesome. All right. So we do have, this is that five-minute warning, right? So if you do have questions that you have not asked yet, make sure you get them in.

MS **McCool, Suzanne** 3:23:46
I did want to ask.

H **Hill College Events 1** 3:23:46
And again, and I think you and also I think I don't know if you were on earlier. I know the gentleman from what there was. If we don't get to your questions here or you did not feel comfortable because of it would expose proprietary stuff, you do have until Friday to send out, submit those questions to Katrina.
At Gill.

MS **McCool, Suzanne** 3:24:08
So I did want to ask kind of another open-ended question about your reporting

experience and how are you managing iPads? How are you managing Texas State regulatory reporting? What is all of that like for you today?

Hill College Events 1 3:24:24

H

Fabulous. Well, all I have to do is do the cleanup. No, it's all built in the system. I know we are actually getting undergoing audit by the state. So we've had a couple of meetings on this lately, but I know that our IE director, who's not currently here, she has her manuals from our current vendor. And, you know, if there's a change at the state level, that's automated into the system I know from her. That goes back to she has a go-to person with our current vendor that she works with. And so those edits are automatically uploaded. So obviously, we would want that continued, right? Like a house bill aide or something like that comes down with new regulatory information that we have to report on. Best funding is a big one that just came down.

what, two or three years ago, that's totally changed our lives. And so all of that is just auto-loaded into our current system, and then we just pull and do the reports, the state reporting and submit. So I can tell you for the financial aid database with just the state report for financial aid,

It's done through snapshots, which is also, I believe, what the clearinghouse reports are done for Sherry. And so it's, you know, pulls in all the data. You can look at the data, you can clean the data, and you can turn around and upload the text file to the state and get it back and get the errors and work on the errors. And so you're working within one.

snapshot, so to speak, of the data in time. And then if you need to, you know, reload a snapshot, you can. For me, financial aid database is probably one of the cleanest ones to look at now. It did take a while to get there. But.

It all comes back to the setup of the data.

And would you say that along with the Texas State reporting that you are? referencing with the new WCAG and the Department of Justice and all of them. or accessibility, would that also fall under there?

Okay.

Yeah.

If it is, I'm not aware of it, so I can, at least not by that enacted. OK, but it's the accessibility for updating if you're like 50,000 or less in, yes. OK, OK, the enacted one threw me off. OK, so yes, we are my director of our website is is...

We have been on this for years already, and we are, we are, it's just a process that he is working, that he is working through with all the departments to make sure that all of our documents, existing documents that are on there are accessible, and all newly created documents are accessible. They did extend the deadline.

So, but we did, so we're still moving forward to get things done on our end of that, yeah, even though the deadline did get pushed back, yeah, year or something, right? Yeah.

Sorry, I did not too many, but going back to the online form, somebody had that question, I remember paper online. You know, in my division at least, we're trying to move everything into, or what we call form flow in our current vendors system, because that will help us to ensure that we are meeting all of those standards that were required to be.

So we have some that are a couple that are still paper that are in our movement plan for our division this year. We have some that are still in DocuBase, which are our storage management system. They're called live forms in there. Some of those we've already converted into form flow. There's a couple that we will keep in there because of routing capabilities, but other than that, we're trying to improve.

You brought up DocuBase. Question for you is, is that just kind of a document repository or are you actually using it as an ECM? Are you putting annotations on it? Are you doing workflow or are you doing anything with it or is it just... Well, that's in Gensler. So, like, even like if I'm on a student right now, I have a little file folder inside.

But there's a file on top of the screen and I can click on it and I can see everything that's in DocuBase for that student. So it's really just a repository for keeping items like transcripts, etc. All of the flow, the approval change, everything else is in our current.

And you're not using annotations on the documents? If we do, it's just in the system, we have places for comments and all kinds of things. Sure.

So we're out of time, but this is such an important thing. All right, it's 30 here. Each get one last question if you need it before we move on. So we will start with Angela. Okay, the only question I had remaining was about health tracking. If athletes, international students, nursing program, do you have different health requirements that you need to track?

Yeah.

Yes. And we can do it in the current system. We're just not necessarily doing it all in

the current system. So like Police Academy, Fire Academy, I don't know what they're using, athletic training is using a separate software for athletes, for residential life and for international, whatever.

All that's being done in our current vendor system.

That will cost a little work day. Yeah. In what ways are you guys currently using AI to enhance the student Services, shrink clients, all those things that way? Well, we don't put any of the AI information out there, but I will say that I personally use AI in my everyday work. We were talking about it in a scholarship meeting yesterday. How are you using AI to help improve your life? We have two different spreadsheets.

Sheets, how are you marrying them? Oh, you can do it through AI. So there's various things that we're using AI for. There's a lot more capabilities we learned for our current system, but we just kind of first on that. And chat bot, right, the chat bot. Oh, yeah, chat bot. Yeah, chat bot has been AI. And then there's also.

Yeah, the chatbot's amazing, and that's another one that has multiple schedules we haven't talked about yet, so...

Right, and last but not least.

Suzanne, you got anything left?

MS

McCool, Suzanne 3:30:56

No, I'm good. Thank you.

Appreciate the time.

H

Hill College Events 1 3:30:59

That was a long one. That was definitely a long one. Thank you very much. The last of the day, you get to speak with the least entertaining people, which is my IT team and myself. So again, if you have any questions that you haven't met, please feel free to get it over to Katrina.

Yeah, I know we're supposed to start at 1130, and my team's already on here virtually, other than Tiffany and I, but if you could give us a second two-minute bio break, and then we'll come back and we'll wrap it all up. Sounds good. Thank you.

Thanks.

Yeah.

Justin.

No, you want something, my works? Hey, ohh.

Bye.

So, you know.

We have wandering.

Say your name to you.

Mine.

It is of that was yours.

But we do have to. She should.

OK, sure. Is that was the expensive? Yeah.

Yeah, that's next. I haven't filled out. That's sort of a lot of during your session. I used to, you were all that input.

I'm professional, but I think that's going in as well on my laptop with sticky keys, and so I think back through it, because that's all happened. This word has no balance of it. I see, I think this is a vacuum it out or something.

Yeah, yeah, here, if I wanted to, actually, yes, or because I think it's a surprise for me to, because, like, one's the next, which is going to go on the one here.

Hey, it was on here, yep, 'cause I've done before even was clogged, and it was fair.

It's OK.

Yeah, I know, but none of you chairs, yes, check, see, like, I'm gonna find like.

I'm sorry, I thought. I'll try. I'll just work. Yeah, maybe that was James. Dave, Dave. It's like, just having on vacation. Yeah, I'd take my laptop's IPL.

Yes, yeah, I was getting her a problem. I know that would be the first. The electronic party, what are going to be using the string error? So, I don't know, but there are some other.

No, I don't even know. Like mints, if you want, like I could get mints. The store will be in here, ask them any questions. Mints.

No one. OK, what did you say? We were yapping. No, no, I said, I just switched to the door. OK. And I'm going to ask my team if y'all can put your cameras on so they can see all of our smiling faces. And so this is the kind of last 30 minutes of the day, just kind of wrap it up.



Wim Rosendahl 3:35:12

Yeah.



Hill College Events 1 3:35:17

And this is the IT section. What I have here with me is, I think a lot of you may know, Ray Bell. He's our director of Information Technology Services. And then I've asked

our three enterprise analysts, Wim Rosendahl, Mike Jackson, and Dennis Crowley to jump on here. They are the kind of behind the scenes people.

And so IT's role in all of this is we don't really use Genzabot. It's not something that we're in on a day-to-day basis. Tiffany, other than Tiffany, Tiffany does all our recs and all that kind of aspects, but the actual operational stuff that Information Technology Services does is not. So we're really the support.

role. So we're the ones and I try to have our campus call us first before they reach out to our existing ERP. And then we also write reports and help out with those kind of things. So with that, we'll, as we have so far, we'll open that up to y'all to, you know,

Ask whatever questions of us that we can we can help you with.

Something.

Big.

Paul Ballard 3:36:36

PB

I'll shoot some questions for you. So Paul Ballard, Dearbrook Consulting, what parts of the current technology environment create the most work for IT that you hope the new system will eliminate?

Hill College Events 1 3:36:49

H

Our integrations.

I mean, at that, so I go by what my analysts call me most on, right? And so it's the integration right now, the most current one is the integration to Brightspace. That is very problematic for us. Another area that we have is

When we do, I.

Call them refunds and not refunds, they're dispersed, right? The dispersals back, we that is a problem, a problem area for us, and...

When we're not.

So our existing ERP has kind of two ways of connecting to it, a web interface and a desktop interface. Most of the connection problems that we have is on the desktop side.

So let me kind of dive deeper. What is the maybe what? I mean, I I cause some of this may be getting into things that I'm not gonna feel comfortable talking about here in terms of what I do see stuff, but go ahead. Well, I was gonna what what what are the problems for like, let's just say bright space connection bright space. So the the

current one that we have, and I think I already mentioned that is.

The way that the integration is written, it's it.

It's susceptible to creating duplicates. When the integration runs into a duplicate, it completely breaks and stops moving until you clear out the duplicate and then move it forward again. Right, so we have been working with our existing, you know, we have few people on that, and but that's the current one.

That's the current issue we have. I would prefer to have true APIs as opposed to kind of this kind of script kind of stuff that's going back and forth. Also, a lot of that, what we have is one way. So we do have issues with grades. And I know because the faculty ones are the ones at a time.

They're not, but they do. And we do have issues with the fact that we're half of our enrollment is dual credit. And so they require different things. So it's not easily transferable. Like for me, a perfect world would be everyone gets a numerical grade and that's transposed. I mean, a

A number grade, and that's transposed into miracle, but it's a lot of double engineering and manualing and stuff that goes on there, and so, but that's with Price Fix. You know, we chose Price Fix, could be different with campus, could be great with campus, although campus didn't have a good spring, yeah, but so...

Those are kind of the, those are the main problems. Guys, and speaking specific to the analysts, what would you say are the, outside of what I've mentioned, what are the most, you know, support tickets that you get? We do a lot of report writing, you know, for people. That's why I really would hope the next system is really going to have a good, you know,

agentic AI built component in where someone could just ask in plain English, hey, I need to see all the students who are fixing, I don't think fixing would work in AI, but we're getting ready to graduate, you know, in the fall, right? Maybe there's a Texas version of AI that we can, but so guys, what would you say is the tickets that you, the kind of problems and tickets that you get the most?



Wim Rosendahl 3:40:15

I think a lot of issues I'm seeing is with student account creation, the integration with Active Directory, the sync between making sure students, when they return, get an ADN account assigned and have the correct roles assigned.



Hill College Events 1 3:40:32

Yeah.

That is, that is an issue. So, a student has come and they've taken a break, right? And then they've gone, and then they've taken a break, and then now they're going to come back and they want to go. So, but that is all because the account's disabled, right? And you don't want to create a new account because they're not a new student because they've already been here, but sometimes it's just...



Wim Rosendahl 3:40:41

Yeah.



Hill College Events 1 3:40:57

you know, years, right? They don't just take a semester break. Sometimes it's years if they have a break. So that does tend to cause problems. I don't think that's really a function of the ERP though. I think that's just a...



Wim Rosendahl 3:40:59

Mm.

True, but it is part of the integration with Active Directory. So yeah, it's not really an ARP, but yeah.



Hill College Events 1 3:41:08

Just a general problem that.

Yeah, and so that's...



Mike Jackson 3:41:13

But you know.

One of the things with the...



Hill College Events 1 3:41:16

We did talk about that. Go ahead, Mike.



Mike Jackson 3:41:19

One of the things with the ERP is the only report writer we really can use is InfoMaker, and it's not the most friendly tool. Because it's the only thing that's integrated to the tool that we have now.

 **Dennis Crowley** 3:41:35

Yeah, to re-emphasize that, what Mike said and what Kevin said, I had a request yesterday from institutional research, and they said, give me all the computer science majors for fall 2026. And I was able to write a SQL query to get that to them in 15 minutes.

The request originally wanted a report. If I would try to tackle that in InfoMaker, that's 1/2 a day at least, and it's just not worth it to do that for something that's not necessarily something they're going to need on a regular basis.

 **Hill College Events 1** 3:42:11

And that's something that I think AI would be great, right? They could have just talked into it and said, hey, give me all, give me all students and book and it, and it check it off.

 **Dennis Crowley** 3:42:14

Exactly.

 **Wim Rosendahl** 3:42:20

Yeah, it's fairly easy for us to do, but that should be an end user thing with a few clicks.

 **Hill College Events 1** 3:42:27

We do have someone new that just joined us right now. If you'd like to kind of introduce yourself, I could try to reach out.

 **Rishab S** 3:42:38

Yeah.

Yeah, yeah, appreciate that. Rishab Singh right here from Workday, Enterprise Architect. Thank you for letting me join here. Kind of just heard a few pain points for reporting. And was that specifically for student reporting? I just want to clarify, or is that also for like other capabilities as well that you're dealing with?

 **Hill College Events 1** 3:43:00

I think we would be asked to do enforce for all departments.



Wim Rosendahl 3:43:01

Yeah.



Mike Jackson 3:43:04

Right.



Rishab S 3:43:04

All departments, okay.



Hill College Events 1 3:43:05

It could be student, it could be student, it could be advancement, it could be finance. So yes.



Rishab S 3:43:12

Cool. And while I'm already here, I just want to fire away another one. What authentication systems are you guys using right now? Just curious about that. I know I heard some points about Active Directory right when I joined in.



Hill College Events 1 3:43:23

So, we, so we do use, uh, we do use third party company called Quick Launch. Which does, which does.

us mostly single sign-on, there are still things that it doesn't like pass through. We actually recently just got J1 Web behind that, so we're real excited about that. You know, but again, with desktop, it doesn't, it's not going to, you know, flow through that. So I would love to have a true single sign-on solution. And we've had been, we've had good success with. with Quick Launch.

But if there are other ways to do it, you know, I'm not completely tied to that. It may be we do have a, you know, we do our Microsoft shop, we do have A5 licenses for the faculty and staff, A3 for the students. And so depending on how we work with that, you know, that may be something that we could do if we had better integration or better knowledge on our end, we may be able to do instead of going with a third party. But for the most part, we've been pretty happy with Quick Launch as a third party partner.

RS **Rishab S** 3:44:32

Okay, thank you for that.

H **Hill College Events 1** 3:44:37

What else can we? What else can we help you with?

RS **Rishab S** 3:44:45

Is this uh, like I wasn't sure I just joined in is this like a round robin or?

H **Hill College Events 1** 3:44:47

It just, just fire away, yeah, it's gotta just fire away, so keep going.

RS **Rishab S** 3:44:51

Yeah, so I might have missed this earlier, but what's your current student experience with your student systems and what are the pain points for that specifically?

H **Hill College Events 1** 3:45:00

So, so setting it with with with.

RS **Rishab S** 3:45:02

What are the current? What's the current student experience with your student system? I heard, I believe, the Active Directory student user creation was a pain point you guys mentioned briefly, but...

H **Hill College Events 1** 3:45:10

On.

That that is something that, well, it's partially a pain point, right? Because we do have a script that's running out and that helps with the creation. We do not have anything automated in regards to the other end, the termination.

or the off boarding of that. We do, I believe, recently coming up, we may be able with some of the newest versions of our ARP, be able to connect, enter into it, but I think a fully entered experience.

Would be would be nice, and but we're at the before disclosure, we're not fully using entry yet ourselves, right? So, but that would be...

 **Rishab S** 3:45:53

Okay.

 **Hill College Events 1** 3:45:57

We are very small, and we have people wearing a lot of hats, as you heard by all the titles. That's why everyone has like 5 titles, because they're doing the job of like 5 people. So the more we can automate these processes, right, we want our ERP to be our one form of truth. Everything starts with the ERP, but we obviously have to have systems that connect to it.

 **Rishab S** 3:46:13

Yeah.

 **Hill College Events 1** 3:46:18

Microsoft, right, for one. And so anything we would like that process to be fully automated so that when HR puts someone in the system because they just hired someone that and they go that it doesn't require a work ticket or emails, it automatically flows and it creates their account.

in ADN and it gives them all their Microsoft licensing that they have and then when that comes time for off boarding that person is leaving the institution.

HR does that, it then has the capability to go and disable that account in ADN as well.

Kevin, is Citrix used with your desktop software? Is Citrix Citrix too? I don't think we have anything. We have anything Citrix going on there, right?

 **Rishab S** 3:46:58

Okay.

 **Ray Bell** 3:47:06

No, no Citrix.

 **Rishab S** 3:47:09

No centrix.

Um, curious, how many point-to-point integrations are you guys currently

connecting with Jenzabar ADP? Anything else, core systems?
Do you know?

 **Hill College Events 1** 3:47:21

I would honestly, that we, I will have to write that one down and get back to it. I do, I do not know, so if one of y'all, you're catching that right. We're also going to provide the transcript and the video, I figure out how to get a 4-0 video on.

 **Rishab S** 3:47:26

Okay, yeah.

 **Ray Bell** 3:47:38

So, so clarification, clarification point to point, you mean like connections to to ADP or connections to other vendors.

 **Hill College Events 1** 3:47:48

Yeah, Brightspace or things like that, yeah. You know, ADP, we have tried to work with ADP to do this, they just don't want them.

 **Ray Bell** 3:47:50

Okay, bye.

 **Rishab S** 3:47:50

Correct.

 **Hill College Events 1** 3:47:58

Seems like they don't want to, so we do not have a connection. That's part of the pain points that you heard that Tammy was talking about in there. We do have the Boomi integration with D2L Brightspace. There's probably others out there that like smaller ones that we can.

We can research and get that back to y'all.

 **Rishab S** 3:48:21

Yeah, that would be helpful. That would be very helpful.

 **Hill College Events 1** 3:48:22

Yeah.

I mean, we don't have a lot of...

We don't have a lot of disparaging systems, right? Where, you know, you're trying to integrate like five or six different things. Now, our new vice president does have an interest in bringing on a course management system, you know, course, of course, Modern Canvas or something like that.

So I think that is something that's needed here and that with her on board, I think that's going to happen sooner rather than later, but that is not now, but I can see that being something that she would want.

Actually, it was already in that, but it was already it wasn't in a budget request. We just, because of the way the state kind of, you know, what us over on the budgets this year, we had to take it out. So I think it'll be coming, it'll be coming soon.

What else can we talk to tell you about?



Rishab S 3:49:29

I think those were the main points I had. Thank you for that. I think the integrations one I think is a key one that will help me understand your landscape though. That's if you could get back to me or whenever you guys have time for sure.



Hill College Events 1 3:49:32

Kirk.

Yeah, if it's out there, if we have another integration, it's going to be tiny, right? We integrate with DocuBase, but that's just, no, it's small.



Mike Jackson 3:49:49

We also have things like.
the bookstore, you know,



Ray Bell 3:49:57

Herring Bank.



Mike Jackson 3:49:58

Herring Bank, you know, there's a list of them. Yeah.



Hill College Events 1 3:49:59

Everything.

Who is your post?

Kevin, who is your books? Select one.



Mike Jackson 3:50:05

Akron.

Academos.



Hill College Events 1 3:50:08

What is it? Academic, academic.

Yeah, so that those are like the smaller ones, but the big one is our LMS, yeah.

And, and we would love 8080.

Why did I use ADP and use one solution?

Well, if you do think of any other questions, you know, that you have for us.

Please get it over to Katrina. We will, Katrina will get with Katrina, my team, and figure out all those other smaller little, you know, little connections, little connections that we have. So the next, you know, the next process will be, again, we have until Friday if you're up for any vendor.



Mike Jackson 3:50:49

Have to look it up.



Hill College Events 1 3:51:01

to submit additional questions. And then Katrina will get those out. Again, if you have proprietary questions, please identify that when you ask it. And so because we won't share those out if it's something that that that is that is deemed proprietary, then we will we will receive the bids.

So I did talk to Katrina and let him know you all have been invited to schedule a demo. So if you do not have your demo scheduled yet, and I think everyone has sent dates over, please make sure that you do. And then those will be the longer chances. Dennis just said Meadow is another one that we.

Connect to those will be the chance where you give your demo, right? That you have a chance to come in and do your demo, your demonstration.

We highly recommend you do it in person, but there will probably be an opportunity. We do have some companies, if we do so choose them from India or whatever, that may not come in to do that. I'm not sure they'd be invited yet, but we'll make that

decision when it goes to. But I think for those type of things, those will, we won't do it in a small room like this. We will do it in a lodging room so more of the constituents can come in and see and more target. It'll be your chance to, you know, to show your project product to address any of the items that were in here for them to really ask you the questions. One of the items that I think we have in there, but I would ask is that you that you include here is let us know what your implementation looks like.

Right? So how long you anticipate your implementation, how long you anticipate having to have both systems up. So from an IT standpoint, that is going to be something business, and that's going to have direct financial impact on how it goes. So if you have a plan,

To address that, of how you, you know, of how you handle that, when you, 'cause you, you're obviously gonna have to have concurrent systems at some point, you know, or maybe not, if you decide to go with it, then you don't have concurrent systems, but...

So, is that any other questions that we haven't got or that we missed or anything today?

All right, we really, we really appreciate you all coming here. I know there was a lot of trepidation about the group discovery, but I think, as we saw, instead of having to have the same people ask the same questions over and over again, it did allow us to get a lot more accomplished instead of trying to shift this out into space. So, Thank you, from here on.

By law, Katrina is your point of contact. It's all about her. So you can send me messages, but they're going to get sent right to her. So please just send that to her and she will be your point of contact for the institution.

Thank you all for the time. Hi, thank you very much.

 **Rishab S** 3:54:06
Thank you.

 **Hill College Events 1** 3:54:07
Thanks, everyone. Bye, guys.

 **Wim Rosendahl** 3:54:09
Thank you.