

## Technical Meeting Minutes

April 15, 2013

**Attendees:** Chien Shih, Jerrick Woo, Tom Roza, Joe Lampo, Matt Rapczynski and Kari Elliott (note taker).

1. Integrated Development Environment (IDE) for the future - propose to look into IntelliJIDEA, HTML5, Mobile and Banner XE (2013 project).
2. Virtualization Project.
  - Disk specifications almost compete.
  - Lisa Hovevar researching best network switch to use.
  - Have platform in place – Spring/Summer 2013.
3. Training.
  - Grail, Groovy training – start May 20, 2013.
    - Joe will confirm with his staff and provide list to Chien.
    - Java pre-req for training.
4. ID Card Replacement – Capture Card contract ends September 2013.
  - Phase I – Find vendor for equipment and minimum database – Meeting scheduled May 8, 2013.
  - Phase II – Separate printing from Capture by Fall quarter.
    - Decision has not been made yet on printing services vendor.
  - Phase III – Create specs with colleges' student government, expansion of current Dashboard.
    - Replace card-transfer balance, change card stock.
5. Pay to Stay – Eliminate need to drop for nonpayment.
  - Installment plan including ACH option contract finalized with Touchnet; implement Fall quarter.
  - Implement Pay To Stay Winter quarter 2014; colleges want to implement Fall quarter, still in discussion.
6. Foothill early Summer Session.
  - Waiver granted, use work around from last year.
7. Auto-transcript – process automatically into Banner.
  - Colleges want to use OCR; researching other options.
    - Eullucian including in baseline; no release date yet.
  - Transcripts will be required to be electronic by end of 2013.
8. Discuss Exchange calendar list for group access – no implementation date yet.
  - Moderators have been setup.
9. Liquid office using in using CWID and Portal password – early next year.
  - Replace server with Measure C funds, then download software from Liquid Office.
  - Started research for Liquid Office upgrade.
10. Real time drops (Jim/Matt) – Implement April 7, 2013.
  - In Production and working.
  - Matt will test Census report with users April 25, 2013.
  - Faculty have not been using submit button to submit census; need to look into further.
11. Email/Calendar Update.
  - Working on Email Retention Policy.

12. 11g Conversion Issues:

- Single sign on not working for Mac users for INB.
  - Tech services have identified users and will begin upgrading users (25-30 users).
- Saved queries in SSB are not working in Finance – fixed, certified by Andrew LaManque.
- Cashier jobs ran 6 minutes last week after cleaning up table; still monitoring.

13. Faculty Leave Reporting.

- Implement April 22, 2013 – on target.
- Training video ready to release.

14. SARS/eSARS – Phase II.

- Final meeting April 16, 2013.
- Opt out flags report done; need to be able to update, completed.
- Reports are not in correct format – Jerrick is working with PSME/SARS.

15. FSA Atlas Platform – not implemented yet.

- Platform ready; waiting for colleges.

16. OmniUpdate.

- Contract will be signed after June 30, 2013 based on the decision made by Kevin.

17. BDMS.

- Reviewed problems with De Anza A & R office.
  - Cannot return to indexing large batch scans if interrupted; have to delete documents and start over.
    - Elluican recommends users use web interface to index, not at scanning station.
    - Admin rights have been given to users to unlock sessions.
- Need refresh training.
  - Working with Louis Chen to create guide for Quick Scan Pro.
- Hand off the support to desktop group for future scanner configuration.
  - Need to complete guide to Quick Scan Pro first.
- How can we transition the support role from Ryan to other folks?
  - Bao Pham will be Ryan Anthony's backup.
- How can we better utilize Louis for the upcoming roll out (DSPA, possibly HR and Business in October)?
  - Security and cabinet setup.
  - Best way to scan huge number of documents.
  - Disk space capacity?