Technical Meeting Minutes
April 16, 2012

Attendees: Chien Shih, Jerrick Woo, Tom Roza, Susan Malmgren, Joe Lampo and Kari Elliott (note taker).

Important Calendar Dates:
1. April 16, 2012, 2:00pm-3:00pm – Core Team Meeting, D260.
   - Discuss Student 8.5/CalB 8.6 upgrades.
2. April 16, 2012, 3:30pm-4:30pm – Data Center Options, Fred's Office.
   - Build a new data center, use the Santa Clara County Education site or stay in L7; fix roof and power issues.
3. April 17, 2012, 9:30am-10:30am – Student Election Project Prioritize Meeting, D260.
4. April 17, 2012, 12:00pm-2:00pm – ETAC Committee Meeting, De Anza Studio "A".
5. April 17, 2012, 2:00pm-3:00pm – Weekly CalPERS Project Meeting, D210.
6. April 17, 2012, 3:30pm-4:30pm – Cyber Risk Liability, Kevin McElroy's office.
7. April 18, 2012, 10:00am-12:00pm – Communication Suite Implementation Project, D260.
8. April 19, 2012, 9:30am-10:30am – Finance Meeting, Carriage House Conference Room.
9. April 19, 2012, 2:00pm-3:00pm – CalPERS Benefits Implementation, District Board Room (Chris Vo).
10. April 23, 2012, 12:00pm-1:00pm – Swing Space, Plant Services Conference Room (Fred Sherman).
11. April 24, 2012, 9:00am-4:00pm – ARGOS Training for Foundation, D270.
12. April 24, 2012, 9:30am-11:00am – Faculty Leave & Substitute Pay, D260.
13. April 24, 2012, 2:00pm-3:00pm – Weekly CalPERS Project Meeting, D210.
14. April 25, 2012, 9:00am-4:00pm – AROGS Training for ETS, D270.
15. April 26, 2012, 9:00am-4:00pm – ARGOS Training for Payroll/Benefits, D260.
16. April 27, 2012, 8:30am-11:30am – All Administrators/Supervisors Meeting, De Anza, Conference Rooms A & B.
17. April 27, 2012, 2:30pm-3:30pm – Third Quarter End Review of ETS, Bernata Slater's office.

Agenda Items:
1. Summer quarter early start preparations (Foothill).
   - Ready for Summer quarter early start.
2. Banner performance issue.
   - Have been monitoring.
   - Need to have Tonette repeat process in PRODN, per Chien's request, Tom will follow up.
     - Completed testing in PRODN; Will test in PROD week of April 23rd.
     - Will monitor testing.
3. Oracle 10g to 11g conversion.
   - Need 4 hour outage window for micro code upgrade; colleges agreed to May 5, 2012.
   - Need 8-10 hour outage window for hardware upgrade.
   - Need 6-8 hour outage window for HP UX upgrade.
   - NO windows are available until mid-July.

- Discuss at next Core meeting, April 16, 2012.
4. Faculty Leave and Substitute Pay.
    - Demo dry run before April 26th at ETS supervisor's meeting.
    - On target for April 27th demo at All Administrators/Supervisors meeting.
5. Mail and Calendar replacement – July 1, 2012.
    - Need 1 hour outage window for Luminis; need to add LDAP plug ins and GCF.
        - There will be a total outage April 28, 2012; plug ins and GCF can be added then.
9. Additional PL/SQL training.
    - Schedule 3 day training after August 1, 2012; before Fall quarter.
10. ARGOS training week of April 23rd for Foundation, Payroll and ETS, one day for ETS – confirmed.
11. SARS/eSARS.
    - Need a hands-on training setup in D270.
    - De Anza's Testing/Assessment center setup and will certify this week.
    - PR out for texting module.
12. Touchnet.
    - Receipt of payment shows HTML code – resolved.

Critical Objectives for first half of 2012:
Campus wide impact – need to ensure success
1. CALPERS Conversion.
    - Upload/download.
2. 10g to 11g Conversion.
3. Email/Calendar implementation.