Technical Meeting Minutes
April 22, 2013

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

1. Integrated Development Environment (IDE) for the future - IntellijIDEA, HTML5, Mobile and Banner XE (2013 project).
2. Virtualization Project.
    - Finalizing Disk specifications – Tom will give to Chien April 24, 2013.
    - Network team will give recommendations for network switch to Chien April 24, 2013.
    - Have platform in place – Spring/Summer 2013.
3. Training.
    - Grail, Groovy training – start May 20, 2013 – confirmed.
4. ID Card Replacement – Capture Card contract ends September 2013.
    - Phase I – Find vendor for equipment and minimum database – Meeting scheduled May 8, 2013.
        - Contract will go to Board for approval in June; begin implementation after Board approves.
    - 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; will go to Board in May.
        - Begin implementation after Board approves.
    - 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.
    - Time conflict report and finance report ready by May 4, 2013 – Joe/Jerrick.
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 – Winter 2014.
    - Started research for Liquid Office upgrade; complete May 3, 2013.
10. Instructor real time drops (Jim/Matt) – Implement April 7, 2013.
    - Matt will test Census report with users April 25, 2013.
11. Email/Calendar Update.
    - Working on Email Retention Policy.
12. 11g Conversion Issues:

- Single sign on not working for Mac users for INB; cannot install patch until old Macs have been upgraded.
    - Refined list of INB users has been given to Tech Services to identify users with older Macs.
- Cashier jobs ran 6 minutes last week after cleaning up table; still monitoring.

13. Faculty Leave Reporting.
- Patch release scheduled in 2 weeks.

14. SARS/eSARS – Phase II.
- Completed – ongoing support.

15. FSA Atlas Platform – Implemented in Production.
- Both colleges are working with ETS on 'Banner to Atlas' interface issues.
- Adding more entries into the interface related tables in order for Atlas to accept Banner data.
- Troubleshooting any interface issues or adding more Banner data into Atlas.
- Ryan is installing 'SEVIS TRANSFER' related system items in Atlas.

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

17. BDMS.
- Hand off the support to desktop group for future scanner configuration.
    - Need to complete guide to Quick Scan Pro first.
- District will compile list of documents to be stored in BDMS – list due May 20, 2013.
- Will need to decide cutoff date.
- Define cabinet structure and security; use 3rd party vendor to scan.
- 3 types of documents.
    - BDMS linked to object in Banner.
    - Archive documents.
    - Scanned/stored in BDMS, not Banner.

18. Course Studio – Possible solution to elimination of material fees.
- How many faculty use Course Studio?
- Are there any patterns of usage?
- How frequently are students accessing their instructor's materials?
- Look at last 3 quarters, ask Rick Clark for help.