

# Technical Meeting Minutes

**April 30, 2012**

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

## **Agenda Items:**

1. Census Issues.
  - Email and Internet Explorer issues have been fixed.
2. Summer quarter early start preparations (Foothill).
  - May 5<sup>th</sup>, Day on the Hill; May 9<sup>th</sup> start priority registration.
  - Generate time tickets April 30<sup>th</sup> in the afternoon.
3. Students do not always hit submit button when using add codes; assume validation message means class has been added.
  - Need to make interface better; make clearer information submit button must be clicked to add class. (Joe/Drake)
4. Grade submission – have message grades have been submitted successfully.
5. Banner performance issue.
  - Need to have Tonette repeat process in PRODN, per Chien's request, Tom will follow up.
    - Run process this week.
    - Will monitor testing.
6. 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.
  - Waiting for clarification from Robby Wright; have answer by May 4, 2012.
7. Faculty Leave and Substitute Pay.
  - Tech team meeting May 1, 2012.
8. Mail and Calendar replacement – July 1, 2012.
  - Need 1 hour outage window for Luminis; need to add LDAP plug-ins and GCF-April 28, 2012.
    - 100 accounts in Active Directory; need to validate.
  - Add new section to webpage – What is coming; completed
  - Add a timeline to webpage.
  - Exchange has sandbox setup available to use.
    - Refresh after users log off; Tom expressed this is difficult to do. Alternative, can do overnight restore.
    - Need plan to manage test accounts to keep users from using the same accounts.
    - Need user instructions (Tom provides information to Susan).
9. Additional PL/SQL training.
  - Schedule 3 day training after August 1, 2012; before Fall quarter.

- Invite Vicki, Hasan and Institute Research.
10. SARS/eSARS.
    - Need a hands-on training setup in D270.
    - De Anza's Testing/Assessment center – webpage setup complete.
    - PR out for texting module; text option extra \$30 a month for synch card, getting new quote.
    - Will train all Foothill departments at once; start setting up storage compartments for each department.
  11. FSA Atlas Platform.
    - Consultant recommended upgrading server; open service request with Action Line ( Tom).
    - Need two more tables from Foothill International Students office (Jerrick).
    - Susan will research the Banner Recruitment module for functional users (Susan).
  12. BDMS – Disabled Students.
    - Ready to begin installing software on desktops at Foothill; Tom will work with John Vandercook and Pat Hyland (Tom).
  13. SPEEDE – Texas server still receiving transcripts; no longer use since using Credentials Inc (Joe verify next student meeting).

**Critical Objectives for first half of 2012:**

**Campus wide impact – need to ensure success**

1. CALPERS Conversion.
  - Upload/download.
  - FOAPs have not been entered yet.
  - Full test July 11, 2012; payroll cutoff July 20, 2012.
2. 10g to 11g Conversion.
3. Email/Calendar implementation.