

Technical Meeting Minutes

April 9, 2012

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

Important Calendar Dates:

1. April 9, 2012, 11:00am-12:00pm – SOW Questions (Email/Calendar), D260.
2. April 9, 2012, 3:30pm-5:00pm – RFP NO 1472 for Merchant Credit Card Processing Services, Kevin McElroy's office (Hector Quinonez).
3. April 10, 2012, 1:00pm-2:00pm – Classification Issues, Myisha Washington's office.
4. April 10, 2012, 2:00pm-3:00pm – Weekly Meeting CalPERS Project, D210.
5. April 10, 2012, 3:00pm-4:30pm – Int'l Students Application Project, D260.
6. April 11, 2012, 9:30am-10:30am – Open Forum for VC of Technology, De Anza, Conference Room A & B.
7. April 11, 2012, 11:00am-12:00pm – Open Forum for VC of Technology, Foothill, District Board Room.
8. April 11, 2012, 1:00pm-2:00pm – Monthly ETS Coordination Meeting, Plant Conference Room.
9. April 12, 2012, 8:00am-9:00am – Weekly Student Meeting, De Anza, A & R Conference area.
10. April 12, 2012, 9:30am-10:30am – Open Forum for VC of Technology, De Anza, Conference Room A & B.
11. April 12, 2012, 11:00am-12:00pm – Open Forum for VC of Technology, Foothill, District Board Room.
12. April 12, 2012, 1:00pm-4:00pm – Payroll Testing on CalPERS Benefits, D270.
13. April 13, 2012, 1:00pm-4:00pm – Payroll Testing of CalPERS Benefits, D270.
14. April 16, 2012, 9:00am-11:00am – Pending Tour of Containerized Data Center, Moffet Field.
15. April 16, 2012, 2:00pm-3:00pm – Core Team Meeting, D260.
16. April 17, 2012, 12:00pm-2:00pm – ETAC Committee Meeting, De Anza Studio "A".
17. April 18, 2012, 9:00am-10:00am – BDMS Kick-off, Fred's Office.
18. April 18, 2012, 10:00am-12:00pm – Communication Suite Implementation Project, D260.

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.
 - Need to understand Tonette's process.
 - If there are issues with query, they need to be addressed.
 - No issues with query need to turn back on.
3. Oracle 10g to 11g conversion.
 - Moving forward with testing
 - 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 supervisor's meeting.
 - On target for April 27th demo.
5. Mail and Calendar replacement – July 1, 2012.
 - No infrastructure changes.
 - Use Zeus load balancer.
 - 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, date?
 - More advanced training curriculum.
 - 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.
 - Conference call this week with trainer.
11. SARS/eSARS.
 - Local environment setup.
 - Need a hands-on training setup in D270.
 - De Anza's Testing/Assessment center would like to start using SARS for scheduling appointments.
12. Touchnet.
 - Receipt of payment shows HTML code.
 - Ticket open with Touchnet.

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.