Technical Meeting Minutes
December 10, 2012

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

1. Integrated Development Environment (IDE) for the future - propose to look into IntellijIDEA, HTML5, Mobile and Banner 9 (2013 project).
2. Virtualization project round table - infrastructure, migration group approach, shared storage, single sign on security, resiliency, DR.
   - Create internal project team.
     o Proposed Schedule:
       - Decide which consulting company will be used for assessment– end of November 2012 – VMWare chosen.
         ➢ Installed data collection tool from VMWare last week.
         ➢ By end of week begin collecting data from all servers (110).
         ➢ Collect data from December 14, 2012 through January 21, 2013.
       - Complete assessment – end of January 2013.
       - Begin reviewing report – February 2013.
       - Have platform in place – Spring/Summer 2013.
3. Training – early next year, onsite.
   - PL/SQL training scheduled for February 12-14, 2013.
     o Review, advanced topics, packages.
   - Grail, Groovy training early next year (5 day training boot camp) – June 2013.
     o Java pre-req for training.
4. ID Card Replacement.
   - Phase I – Find vendor for equipment and minimum database; not an ID card system, will not need to do an RFP.
   - Phase II – Separate from Capture, remove release stations from labs.
   - Phase III – Create specs with colleges' student government, expansion of current Dashboard.
   - Need to run an expiration change ACM in Chip net for Capture cards with expiration date 12/31/2012; new expiration date will be 12/31/2013. (Jerrick working with Capture to implement)
5. Pay to Stay.
   - Only way to meet implement for Spring quarter 2013 deadline from colleges.
     o Nelnet or Touchnet payment installment– will not need to change payment gateway.
     o Limit the project scope of payment plan and enrollment enhancements.
   - Improve notification & rolling drop for non-paid courses to improve enrollment.
     o Drop course student has not paid for instead of dropping by outstanding balance; student would not be dropped from classes already paid for.
     o Utilize texting option to notify students
6. Foothill early Summer Session – separate De Anza Financial Aid from Foothill Financial Aid.
   - Ellucian consultant available to be onsite January 2013.
   - Kevin Harral (Foothill Financial Aid) asking for another waiver from board of education; waiver granted, tables will not have to be separated by March 2013.

- Use work around from last year.
7. Auto-transcript – process automatically into Banner.
   - Colleges want to use OCR.
   - Research Hershey and Ellucian OCR options.
   - Transcripts will be required to be electronic by end of 2013.
8. Discuss Exchange calendar list for group access – no implementation date yet.
   - Use MyPortal as an option to publicize campus events without granting access to email lists.
     - Write to Exchange calendar use Exchange API at user discretion
     - Users want to give access to Exchange calendar for posting to everyone, may want to present the above proposal as an option.
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.
10. Real time drops (Jim/Matt) – Implement Spring Quarter 2013.
    - Needed for census date and drop for nonpayment.
    - Test Winter quarter 2013.
11. Email/Calendar Update.
    - Working on Email Retention Policy.
12. Oracle 10g to 11g Conversion:
    - Install HP-UX Ver 11.31 Operating System into Production November 2, 2012.
      - Ver 11.31 did not work; had to revert back to 11.23.
      - Testing solution.
    - Setup Oracle 11g to point to PRODN.
13. Faculty Leave Reporting.
    - Implement March 2013 – on target.
    - Continue to do internal testing throughout December.
    - Meeting scheduled with Payroll regarding leave banks.
14. SARS/eSARS – Phase II.
    - Ready to begin training De Anza Financial Aid on messaging.
    - eAdvising installed; need to configure, waiting to hear from De Anza Counseling.
    - CHAT fixed for GRID, vendor still working on fixing for TRAK.
15. FSA Atlas Platform Go Live Spring quarter 2013.
    - Integration completed – need to run data import.
    - Jerrick is working on it with De Anza International office to go live
16. FLAC – NBAJOBS freezing:
    - Received new fix from Ellucian, installed November 13, 2012.
      - Currently monitoring.
17. De-provisioning of Email Accounts.
    - Need a formal separation policy from District.
      - Work with HR to form policy (Joe Moreau/Suzanne Pfeiffer).
    - Other option is to cleanup accounts every 3 months.
18. Security – Granting Access.
19. OmniUpdate.

- Have agreement from vendor for enterprise model.
- No money to purchase before June 30, 2013.

20. Touchnet Credit Card Payment.
- Implemented WebLogic in production November 14, 2012 – no payment issues reported.
- Socket exception errors still occur; restart resolves the issue.