Technical Meeting Minutes
February 4, 2013

Attendees: Chien Shih, Joe Lampo, Tom Roza, Susan Malmgren, Jerrick Woo 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.
     - Proposed Schedule:
       - Begin reviewing report – February 2013; have report by February 8, 2013.
       - Have platform in place – Spring/Summer 2013.
3. Training –early 2013, onsite.
   - PL/SQL training scheduled for February 12-14, 2013.
     - Review, advanced topics, packages.
   - Grail, Groovy training (5 day training boot camp plus virtual office hours) – June 2013.
     - Java pre-req for training.
4. ID Card Replacement – Capture Card contract ends September 2013.
   - Phase I – Find vendor for equipment and minimum database; not an ID card system, will not need to do an RFP.
     - Reviewing 3 vendors and getting quotes.
     - Kick off meeting soon; creating a Steering Committee and Implementation team.
   - Phase II – Separate from Capture, remove release stations from labs.
     - Colleges want to use Go Print for printing; independent web-based function available.
   - Phase III – Create specs with colleges' student government, expansion of current Dashboard.
     - Replace card-transfer balance, change card stock.
   - Sent Capture file to change ACM on active students; vendor has not done yet.
5. Pay to Stay – Eliminate need to drop for nonpayment.
   - Use third party for installment plan; needs to be able to verify third party payment students (financial aid, veterans) by checking in Banner.
   - How to handle students who pay cash?
   - Need consensus from both colleges on vendor to use.
6. Foothill early Summer Session – separate De Anza Financial Aid from Foothill Financial Aid.
   - 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; researching other options
   - Transcripts will be required to be electronic by end of 2013.
8. Discuss Exchange calendar list for group access – no implementation date yet.
   - Short term solution – moderator.
   - Chen will forward lists to Tom February 4, 2013.

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.
    - Implement after Oracle 11g conversion.
10. Real time drops (Jim/Matt) – Implement Spring Quarter 2013.
    - Needed for census date and drop for nonpayment.
    - Ready to begin testing.
11. Email/Calendar Update.
    - Working on Email Retention Policy.
    - Need additional protection to Exchange server.
12. Oracle 10g to 11g Conversion – complete early February 2013:
    - Finished configuring; more testing this week.
    - Move into Production February 15th.
    - ODS, Luminis, Banner Forms – March.
13. Faculty Leave Reporting.
    - Implement March 2013 – on target.
    - Documentation is done.
    - Foothill PE will begin using February 8, 2013 at division meeting.
14. SARS/eSARS – Phase II.
    - Ready to begin training De Anza Financial Aid on messaging.
        o Core team decided students must opt out from each department.
        o Receive report from SARS of students who opt out; need place to record in Banner.
    - eAdvising installed; need link in MyPortal.
        o Meet with De Anza counselors week of January 28th.
    - Reports are not in correct format – Jerrick is working with PSME/SARS.
    - Need to be able to have both databases (Banner & SARS) available at same time.
    - More requests for implementation; need implantation schedule.
    - Kiosk shortage.
15. FSA Atlas Platform Go Live Spring quarter 2013.
    - Test this week; have ready by March 4, 2013 for Spring registration.
16. FLAC – NBAJOBS freezing:
    - Still occurs occasionally – monitoring.
17. De-provisioning of Email Accounts.
    - Need a formal separation policy from District.
        o Work with HR to form policy (Joe Moreau/Suzanne Pfeiffer).
    - Other option is to cleanup accounts every 3 months.
18. Security – Granting Access.
    - Have process for non-employees with INB access (Gilbane, etc).
19. Course Studio – who provides support for?
    - Julie Ceballos for De Anza; need contact for Foothill
20. OmniUpdate.
    - Contract will be signed after June 30, 2013 based on the decision made by Kevin.
21. Touchnet Credit Card Payment.

- Working with Utah Community College – had 1 work session; scheduling another.
- Less frequent of socket reset error.
- Tom is working with CCD and Touchnet to close this out, he needs to report back the follow up status

22. De Anza Library Migration – Implement May 9, 2013.
- LDAP – how to setup.
- Data extract file – XML format.
- Contract has not been signed yet.
- Library card use has not been covered; ID card will not be in place for May implementation.

23. BDMS.
- Installed/configured Quickscan Pro.
    - Tested but slow communication to BDMS.
    - Open ticket with Ellucian.
- Training for Susan needed.