Technical Meeting Minutes
February 6, 2012

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

Important Calendar Dates:
1. Core Meeting – February 6, 2012, 2:00om-3:00pm, D260.
2. Faculty Leave & Substitute Pay – February 7, 2012, 9:30am-11:00am, D260.
3. CALPERS Transfer Discussion – February 7, 2012, 1:00pm-2:00pm, D260.
4. Review specs for Financial Aid Datablock – February 7, 2012, 2:30pm-3:30pm, D210.
5. ETAC Committee – February 8, 2012, 12:30pm-1:30pm
    - Faculty Leave & Substitute Pay progress.
    - Email/calendar evaluation progress.
6. Zimbra Evaluation Demo – February 8, 2012, 2:00pm-3:30pm, D260.
7. Student Weekly Meeting – February 9, 2012, 8:00am-9:00am, De Anza A & R conf area.
8. Review specs for BDMS – February 9, 2012, 10:00am-11:00am, Fred's Office.
9. CALPERS IT Request – February 14, 2012, 8:30am-9:30am, D260
10. ExoIS Meeting (Kevin McElroy) – February 14, 2012, 3:30pm-4:30pm, District Board Room.
11. Government Compensation Report – February 15, 2012, 9:00am-10:00am,
12. Recommendation of Email/Calendar – February 15, 2012, 2:00pm-3:30pm, Fred's Office.
13. Merchant Credit Card Processing (Hector Quinonez) – February 15,2012, 4:00-5:00pm, District Board Rm

Agenda Items:
1. February 13, 14, 15 User focus group email/calendar meeting
    a. February 13 – 1:00 pm – 3:00 pm D270 (FH)
    b. February 14 – 9:30 am – 12:00 pm D270 (DA)
    c. February 15 – 1:00 pm – 3:00 pm D270 (District)
    d. Preparations needed
        i. Set up for test users (test1~ test15)
            - Kari will email list to Tom when compiled – February 8th
        ii. Collect user feedback on line - will use paper surveys instead
            - Survey will be ready February 7th
            - Will collect user feedback at end of each session
        iii. Quick login guide to 3 systems
            - Tom will email instructions to users when list is compiled.
        iv. Web client access for mail and calendar for Oracle, Zimbra and Exchange
            - Jack Raubolt will demo each.
        v. Trial session setup (ETS) for Friday
            - Norbert will test computers in D270 this week.
2. February 21st senior administrator meeting – grade submission and missing hours reports
    a. Chien will report the status
    b. Confirm the current progress
        i. How long report needs to be sent out; when to stop for each quarter.

c. Reports for deans on report tab?
      i. Ready to go on Report tab – Susan needs to certify.
   d. Process issues
      i. Message to faculty – not ETS's responsibility.
3. ARGOS training for Finance February 27 – March 2
   a. Finance meeting February 9th; need to attend and have Finance active in developing training agenda.
4. UC4 follow up
   a. Currently working on security.
   b. Service request with Action line; vendor not available for help until March.
5. APEX and mobile computing – post training review/discussion
   a. Irwin, Irma and Matt working on Faculty Leave.
   b. Bill is working on security access form.
6. Judy Baker's link for training materials – put on Employee Training link.
7. Key project progress
   a. Oracle 10g to 11g conversion
      i. Installation 2/3 completed at Abtech; complete this week.
      ii. Working on plan to validate; compare to M and S Consulting plan.
   b. Faculty Leave and sub pay
      i. Distribute tasks February 6th
      ii. Matt has begun working on app
      iii. Need input from users regarding TBA classes and faculty teaching in 2 divisions.
      iv. Demo at April 27th senior staff
   c. Mail and Calendar replacement
      i. Make decision by end of month after focus group sessions.