

## Technical Meeting Minutes

January 28, 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:
      - Complete assessment – end of January 2013.
        - Waiting for preliminary report from VMWare.
      - Begin reviewing report – February 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 early next year (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.
  - 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.
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?
6. Foothill early Summer Session – separate De Anza Financial Aid from Foothill Financial Aid.
  - 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; 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.
  - Marketing teams are ok with short term solution.
  - Creating alias list.
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.
  - Test February 2013.
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:
  - Begin testing January 28, 2013.
  - Move into Production February 8<sup>th</sup> or February 15<sup>th</sup>.
13. Faculty Leave Reporting.
  - Implement March 2013 – on target.
  - Need resolution for hybrid courses.
  - Foothill PE will begin using first week of February 2013 at division meeting.
    - Will be using leave reports for Winter quarter; Susan will try to get copies for Nancy to test.
14. SARS/eSARS – Phase II.
  - Ready to begin training De Anza Financial Aid on messaging.
    - Test texting January 9, 2013 – was successful.
    - Need to decide if student opts out from receiving one department's messages, if it includes receiving messages from other departments – Core team decided students must opt out from each department.
    - Receive report from SARS of students who opt out; need place to record in Banner.
  - eAdvising installed; need link in MyPortal.
    - Meet with De Anza counselors week of January 28<sup>th</sup>.
  - 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.
15. FSA Atlas Platform Go Live Spring quarter 2013.
  - Upload test data into Banner – Jerrick.
16. FLAC – NBAJOBS freezing:
  - Still occurs occasionally – 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.

- Need 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 – work session has been setup.
  - 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.
  - Meeting with users February 1, 2013, Tom and Joe will attend the meeting, anything beyond original scope will keep Chien informed.
23. BDMS.
- Configuration issue with Quickscan Pro; Ryan is working on.
  - Training for Susan needed.