

## Technical Meeting Minutes

### July 29, 2013

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

1. Ineligible drops.
  - Colleges ran after Summer quarter began and failed; usually run before quarter starts, after grade rolls.
    - There is no gap between Spring and Summer quarter.
    - Program has been fixed; remove check from date.
2. Grade Rolls.
  - Need to be able to disable ODS triggers when doing grade rolls – looking into.
  - Grade rolls are usually done during the day, not at night.
  - Open service request to streamline.
3. Virtualization Project.
  - License submitted to Joe Moreau and Chien Shih; waiting for approval.
  - Have platform in place – Spring/Summer 2013.
4. Banner patch management; apply process, monitoring and follow up.
  - Monitor Routine – Splunk.
    - Running on 12c.
5. Migration of Munich server to Banner 12c Platform.
  - Migrate Active Division soon.
  - Paystubs and Roombook still on Munich.
  - Server has been stable.
6. ID Card Replacement /EPRINTit Project.
  - Phase I – Multicard chosen.
    - Card production ready.
  - Phase II – Separate printing from Capture by Fall quarter; ePRINTit contract signed; printers on order.
    - August 9, 2013 turn off Capture Card/Go Print.
      - Schedule meeting to discuss equipment disbursement; Tom will into adding equipment to surplus.
    - Use Student government and counseling for August 12, 2013 testing.
    - All equipment should arrive early August; begin deploying once received.
    - Install drivers on current GoPrint labs – mid-August.
  - Fine Arts – IDEA Lab – high resolution printers.
    - Current process subtracts cost directly from card; need to continue.
  - Phase III – Create specs with colleges' student government, expansion of current Dashboard.
    - Replace card-transfer balance, change card stock.
7. Installment Plan/Pay to Stay Project.
  - Implement Installment plan August 22, 2013.
  - Working on single sign on.

- Meeting scheduled July 31, 2013 with colleges to discuss options regarding drop policy.
  - ACH error related to detail code that was not activated; detail has been activated and need to test again.
8. Auto-transcript – process automatically into Banner.
    - Ellucian including in baseline; no release date yet.
  9. Discuss Exchange calendar list for group access – no implementation date yet.
    - Moderators have been setup.
  10. Liquid office using in using CWID and Portal password – Winter 2014.
    - Defer until after September.
  11. Email/Calendar Update.
    - Email Retention Policy meeting scheduled for July.
  12. 11g Conversion Issues:
    - Single sign on not working for Mac users for INB; cannot install patch until old Macs have been upgraded.
      - Tech services have begun replacing older Macs; need date when completed.
  13. FSA Atlas Platform – Implement Fall 2013.
    - De Anza is ready.
    - Foothill has not confirmed ready yet; need to schedule meeting.
  14. OmniUpdate.
    - Contract will be signed after June 30, 2013 based on the decision made by Kevin.
    - Purchasing working on contract.
  15. BDMS.
    - Hand off the support to desktop group for future scanner configuration.
      - Need to complete guide to Quick Scan Pro first.
    - District demo went well.
    - Louis Chen from Ellucian will be onsite mid-August.
      - Need training with interface with INB for Susan Malmgren and Ryan Anthony.
  16. Course Studio – Possible solution to elimination of material fees.
    - Request to increase storage space for faculty – changes have been made.
      - Will monitor space used.
  17. SARS.
    - SARS Messaging update installed June 11, 2013.
      - Foothill Counseling getting errors for bad phone numbers – Susan will look into.
    - De Anza A & R office request – GRID/eSARS for VETS and assessment appointments.
      - Assessment not a priority.
    - Paul Starer wants to replicate PSME for his lab; ask for help from PSME to help setup.