Technical Meeting Minutes
June 17, 2013

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

1. Virtualization Project.
   - Waiting for licensing info from vendor – received June 14, 2013.
   - Have platform in place – Spring/Summer 2013.
2. Banner patch management; apply process, monitoring and follow up.
   - Monitor Routine – Splunk.
     - Finish WebLogic; use for testing Splunk.
3. Migration of Munich server to Banner 11g Platform.
   - Restart Portal June 20, 2013.
   - Complete migration in June – Tomcat.
4. ID Card Replacement /EPRINTit Project.
   - Phase I – Multicard chosen.
     - Review ID card specs – June 19, 2013.
   - Phase II – Separate printing from Capture by Fall quarter; ePRINTit contract signed; printers on order.
     - Pilot test of printing services – July 22, 2013.
   - Phase III – Create specs with colleges' student government, expansion of current Dashboard.
     - Replace card-transfer balance, change card stock.
5. Installment Plan/Pay to Stay Project.
   - Implement Installment plan August 23, 2013.
   - Technical meeting with vendor June 19, 2013.
6. Auto-transcript – process automatically into Banner.
   - Ellucian including in baseline; no release date yet.
7. Discuss Exchange calendar list for group access – no implementation date yet.
   - Moderators have been setup.
8. Liquid office using in using CWID and Portal password – Winter 2014.
   - Defer until after September.
9. Email/Calendar Update.
   - Email Retention Policy meeting scheduled for July.
10. 11g Conversion Issues:
    - Single sign on not working for Mac users for INB; cannot install patch until old Macs have been upgraded.
      - List identifying users with older Macs completed by mid-July.
11. FSA Atlas Platform – Implement Fall 2013.
    - Update when Jerrick returns from vacation.
12. OmniUpdate.
    - Contract will be signed after June 30, 2013 based on the decision made by Kevin.

13. BDMS.
    - Hand off the support to desktop group for future scanner configuration.
        o Need to complete guide to Quick Scan Pro first.
    - District will compile list of documents to be stored in BDMS – list due May 20, 2013.
        o Recommend using outside vendor to archive.
14. Course Studio – Possible solution to elimination of material fees.
    - Still need report to count how many faculty are using – Joe Lampo has report; verifying.
    - Request to increase storage space for faculty – created; configure changes by June 17, 2013.
        o Will monitor space used.
15. SARS.
    - SARS Messaging update installed June 11, 2013.
        o Susan will check with Foothill Counseling on status.
    - Need to clean up data base before grades are due – Foothill Fit Center.
    - De Anza A & R office request – GRID/eSARS for VETS and assessment appointments.
        o Assessment not a priority.
16. Fiscal Year End Soft Close.
    - Plan is finalized for June 30, 2013.
    - Test in TSTHRS week of June 24, 2013.
    - No updates to Finance table; Finance will send out message to users.