

Technical Meeting Minutes

March 18, 2013

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

1. Integrated Development Environment (IDE) for the future - propose to look into IntelliJIDEA, HTML5, Mobile and Banner XE (2013 project).
2. Virtualization project round table - infrastructure, migration group approach, shared storage, single sign on security, resiliency, DR.
 - Proposed Schedule:
 - Received report from VMware; schedule meeting to review this week.
 - Have platform in place – Spring/Summer 2013.
3. Training.
 - Grail, Groovy training (5 day training boot camp plus virtual office hours) – June 2013.
 - Java pre-req for training.
 - Need dates for training; after April 12, 2013 retreat (interns will be included in training).
4. ID Card Replacement – Capture Card contract ends September 2013.
 - Phase I – Find vendor for equipment and minimum database.
 - Phase II – Separate printing from Capture.
 - Decision has not been made yet on printing services vendor.
 - Phase III – Create specs with colleges' student government, expansion of current Dashboard.
 - Replace card-transfer balance, change card stock.
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.
 - Implement installment plan for Fall quarter 2013; implement Pay To Stay Winter quarter 2014.
 - Negotiating quote from Touchnet on installment plan.
6. Foothill early Summer Session – separate De Anza Financial Aid from Foothill Financial Aid.
 - Waiver granted, use work around from last year.
 - May not need to separate tables; will track students manually next academic 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.
 - Moderators have been setup.
 - Announcement will be made first week of March 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 using virtualized platform.
 - Begin research in April for Liquid Office upgrade.

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. 11g Conversion Issues:
 - Both colleges cannot print transcripts to main printer; have work around.
 - Missing channels; My Account, Time Approval, Advancement – Fixed.
 - Faculty cannot enter grades; need to follow up – Fixed.
 - Etudes; have work around in place until fix is ready – Fixed.
 - ARGOS API reports cannot run – Fixed.
 - Single sign on not working for Mac users for INB.
 - Does not work for older Mac operating systems; received patch but does not work.
 - Saved queries in SSB are not working in Finance.
 - Cashier jobs ran in 6 minutes, now take 4 hours.
13. Faculty Leave Reporting.
 - Implement April 22, 2013 – on target.
 - Meeting with De Anza Deans March 22, 2013.
 - Training video/newsletter out in March.
14. SARS/eSARS – Phase II.
 - Ready to begin training De Anza Financial Aid on messaging.
 - 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.
 - Waiting for feedback from De Anza counselors.
 - 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.
 - Have ready by March 4, 2013 for Spring registration.
 - Platform ready; waiting for colleges.
16. FLAC – NBAJOBS freezing:
 - Still occurs occasionally – monitoring.
 - One occurrence since 11g conversion.
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. Course Studio – who provides support for?
 - ETS will provide technical support; Luminis team will provide functional support.

19. OmniUpdate.

- Contract will be signed after June 30, 2013 based on the decision made by Kevin.

20. Touchnet Credit Card Payment.

- No problems since 11g conversion.

21. De Anza Library Migration – Implement May 9, 2013.

- Contract has not been signed yet.

22. BDMS.

- Installed/configured Quicksan Pro.
 - Resolve scan engine issue before deploying at other departments.
 - Setup conference call with Louis Chen (Ellucian) – March 19, 2013.
- Reviewed problems with De Anza A & R office.
 - Slow retrieval from cabinet (documents already scanned & indexed).
 - Cannot return to indexing large batch scans if interrupted; have to delete documents and start over.
 - Should be able to return and continue indexing.
- Need refresh training.
 - Relearning and fine tuning software.
- Hand off the support to desktop group for future scanner configuration.
- How can we transition the support role from Ryan to other folks?
 - Review workflow process.
- How can we better utilize Louis for the upcoming roll out (DSPA, possibly HR and Business in October)?
 - Scan HR records to digital format before October 2013.