

Technical Meeting Minutes

March 25, 2013

Attendees: Chien Shih, Jerrick Woo, Susan Malmgren, Tom Roza, Matt Rapczynski, Joe Lampo 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:
 - Reviewed report from VMware; refining storage requirements.
 - 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 by Fall quarter.
 - 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.
 - Implement installment plan with ACH option 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 April 7, 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 - 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 – close to fixing.
 - Cashier jobs ran in 6 minutes, now take 4 hours; testing.
13. Faculty Leave Reporting.
 - Implement April 22, 2013 – on target.
 - Training video almost complete.
14. SARS/eSARS – Phase II.
 - Core team decided students must opt out from each department.
 - Opt out flags report done; need to be able to update, complete April 1, 2013.
 - 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.
 - Request from De Anza Transfer Center to implement SARS for workshops.
 - Kiosk shortage.
15. FSA Atlas Platform Go Live Spring quarter 2013.
 - Platform ready; waiting for colleges.
16. FLAC – NBAJOBS freezing:
 - No new reports.
17. OmniUpdate.
 - Contract will be signed after June 30, 2013 based on the decision made by Kevin.
18. De Anza Library Migration – Implement May 9, 2013.
 - Contract has not been signed yet.
19. BDMS.
 - Reviewed problems with De Anza A & R office.
 - Slow retrieval from cabinet; documents already scanned & indexed – Fixed.
 - Cannot return to indexing large batch scans if interrupted; have to delete documents and start over.
 - Elluican recommends users use web interface to index, not at scanning station.
 - 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 (DSPS, possibly HR and Business in October)?
 - Scan HR records to digital format before October 2013.