

Technical Meeting Minutes

March 5, 2012

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

Important Calendar Dates:

1. Core Committee – March 5, 2012, 2:00pm-3:00pm, D260.
2. Review IT Request-Purchasing/BDMS – March 5, 2012, 4:00pm-5:00pm, D260.
3. Faculty Leave & Substitute Pay Meeting – March 6, 2012, 9:30am-11:00am, D260.
4. Budget Town Hall – March 6, 2012, 12:30pm-1:30pm, District Board Room (Kevin McElroy).
5. Email/Calendar Implementation – March 7, 2012, 9:00am-10:00am, Fred's Office.
6. Email/Calendar Purchase Meeting – March 7, 2012, 10:00am-11:00am, Fred's Office.
7. Discuss Banner-Foundation – March 7, 2012, 11:00am-12:00pm, Carriage House.
8. Xerox-Print Services Meeting – March 7, 2012, 3:00pm-4:30pm, District Board Room (Kevin McElroy).
9. Student Weekly Meeting – March 8, 2012, 8:00am-9:00am, De Anza A & R Conference Area.
10. 3CBG Conference Call – March 9, 2012, 10:00am-11:00am.

Agenda Items:

1. Summer quarter early start preparations.
 - Impact on FLAC – early sessions need to be in Banner by early May.
 - Impact on Finance.
 - Slight modification needs to be done to Etudes.
 - Impact on student refunds – what fiscal year will refunds be given.
2. Banner performance issue.
 - Installed patch on Oracle database.
 - No re-occurrence of SSB spike; Have been monitoring.
 - Ron will work with Tonette to repeat process in PRODN.
3. ARGOS training for Finance February 27 – March 2.
 - Training completed.
 - Payroll and Advancement requesting additional training.
4. Oracle 10g to 11g conversion.
 - Begin this week.
 - Discuss possible outage windows in Core Committee.
5. Faculty Leave and Substitute Pay.
 - On target for April 27th demo.
6. Mail and Calendar replacement.
 - Review plan; select consultant by mid-March to help with implementation.
 - Have in-house sandbox for testing

Critical Objectives for first half of 2012:

Campus wide impact – need to ensure success

1. CALPERS Conversion.
2. 10g to 11g Conversion.
3. Email/Calendar implementation.