Technical Meeting Minutes
September 10, 2012

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

1. Fall quarter class opening readiness.
   - Ready for Fall quarter; Faculty Association mandate in place.
   - Have open ticket with Touchnet regarding sporadic payment issues.
     - Touchnet would like to demo Bill+Payment Account Center this week; 80% of Banner schools use the account center with Touchnet.
2. Instructor drops student but student is not dropped.
   - Need to implement real time drops (Jim/Matt).
   - Not testing properly; recommend implementing Winter quarter 2013.
   - May need to re-write program.
3. Email/Calendar Update:
   - Will have training Opening day and open labs when Fall quarter starts.
     - Open lab 2 days at De Anza & 2 days at Foothill; time & locations posted on website.
4. Email directory status, do we have missing members particular faculty in Banner but not in directory?
   - Some part-time faculty are missing from directory; are listed in MyPortal white pages but not in Exchange directory.
     - Need to find out if missing faculty have mailbox.
     - Tune up Banner role for active assignment.
5. Email Retention Policy.
   - How much storage currently available (Tom).
   - Who has largest mailbox.
   - Mailbox quota – discuss at directors' retreat September 14, 2012.
6. Oracle 10g to 11g Conversion:
   - Completed Firmware upgrade.
     - Re-configure disk September 15, 2012; A & R offices at both colleges approved outage.
   - HP UX OS (software) upgrade will be done October 20, 2012.
7. Faculty Leave Reporting:
   - Implement February 4, 2013 – on target.
   - Code review October 2, 2012.
   - Live demo to Senior Staff October 16, 2012.
8. SARS/eSARS – STS Replacement:
   - Bring up 7 terminals by September 24, 2012 – on schedule.
   - PSME lab working; meet with Foothill Disabled Students September 12, 2012.
   - SARS/eSARS Texting.
9. Support of DA ATC lab, different support procedures from SARS, can we standardize it?
10. FSA Atlas Platform:
    - Complete installation – finish this week.
    - Will be ready for testing when Jerrick returns from vacation.
11. FLAC – NBA jobs freezing:
    - Solution involves DBA to flush shared buffer pool; workaround.

- Have to re-open service request with Ellucian.
    - Confirmed product defect; Ellucian is working on solution.
- Will do presentation at 3CBG – dry run demo September 11, 2012.
- City College of San Francisco would like to schedule a visit.

12. Luminis Application Support:
- Form District Wide Luminis Team.

13. De-provisioning of Email Accounts:
- Need a formal separation policy from District.
    - Work with HR to form policy (Joe Moreau/Suzanne Pfeiffer).

14. Security – Granting Access:
- Use Call Center process until formal process is developed.
- Bill Baldwin drafting policy to review at Core meeting.

15. OmniUpdate:
- Move to enterprise model.
- Beef up co-location site.