Northland Community & Technical College
Technology Utilization and Student Technology Meeting Minutes

April 24, 2012 @ 2:00.
TRF Campus, Room 662
EGF Campus, Room 301

M I N U T E S

Members Present:

☒ Stacey Hron	☐ Clinton Castle	☐ Blake_Lieberg
☐ Holly Deschene	☒ Wesley Stainbrook	☐ Alex_Hagan
☒ Don Campbell	☐ Andrew Halverson	☐ Andrew Dahlen
☒ Linda Samuelson	☐ Jonathan_Steinhauer	☐ Jennifer Amiot
☐ David Otoole	☐ Matsimela_Diop	☐ Emily Robson

Topic	Responsible Party	Discussion/Outcome
1. Summer Technology Projects		• Physical inventory of all sensitive assets is required. Approximately 75 pages with 20 items per page. • Inventory will help with date of purchases and verify what employee computers and computer labs need to be recycled. Most likely the labs that need to be recycled are EGF testing center, TRF 603, Learning center and library.
2. Web server		• The current web server was purchased in FY05. This summer it will be transitioned to new equipment and updated software. Very time intensive project since software versions could not be upgraded and must be a fresh install. All pages will be copied and tested with a goal completion date of August. • The IT website is being updated. Please let Stacey know ideas for things to have posted on the IT or Technology page. Some suggestions were a link to the Distance page, equipment needs and recommendations, wireless info, etc. • Linda also suggested a mobile app similar to Rochesters and will pass on info to Marketing.
3. Survey Recommendations		• Grouplink tickets were created for some of the requests that can be completed from the Employee technology survey. Four or Five pad cameras were ordered as a result of the survey. • Several students on the EGF technology survey commented that the equipment in the labs were out of date and needed to be replaced. Specific areas were not identified. Stacey verified the date of purchases on the labs in EGF and equipment is up to date.

		There may be some continuing issues with login times that will be researched this summer. • Employee training in Outlook was offered several times through the month of April. A small number of employees attended and some sessions were cancelled due to no enrollment. • A technology orientation will be offered to TRF students after assessment in hopes of increasing use of e-mail, e-services, etc. • Some issues with wireless were identified. IT is meeting with Marco and Cisco to discuss issues and see what needs to be updated. • Wes mentioned that he has seen an increase in use in EGF computer lab 214.
4. Kiosk		• The Business office has requested a kiosk be placed outside each bookstore for students to use online bill paying instead of waiting in line in the bookstore.
5. UPS		• After initial quotes were received for expanding the EGF server room into room 222 and adding server racks and an uninterruptible power supply (UPS) it was determined that a new cooling system would be required in order to keep the room and inside of racks cool enough. Due to the increase in cost an RFP was required and is in progress.
6. Adjourn		It was determined that additional meetings are needed and today will be the final meeting for this academic year.