

Information Technology Team Meeting

Date: 1/4/08

Time: 2:00 PM

Location: EGF 106 TRF 662

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: February 8th-2:00- Tentative

Members Present: Jennifer Sundberg, Holly Deschene, Stacey Hron, Juan Barrios, Joanne Bachmeier, Sue Dalager, Wyndle Kinney, Scott Foss, Chad Sperling

Members not present: Karleen Delorme, Dave Olsen

Agenda

1. Continuous improvement projects
2. VTC online U
3. Infected employee computers
4. Update on Proctor site
5. Status on Wiki software
6. ITV training for faculty
7. Motivational Video

Team Minutes

- **Continuous Improvement Projects:** Managed printing complete, Network project forms need to be filled out. Search engine optimization project needs forms filled out and must be complete by 11th. Mission organization project complete. Joanne and Holly-ITV project. Records retention project for Spring started.
Action Item - Anyone interested in signing up for Quality tools and Strength based leadership let Stacey know. It is highly recommended.
- **VTC Online University:** **Action Item**-Expires May of 2008 and all IT employees are required to do 2 courses- Dave is the only one who has completed any courses.
- **Infected Employee Computers:** Scott asked what we want to do when an employee computer is infected and they don't want to give it up. Suggestion: Stacey mentioned blocking the IP address and offering them a loaner.
- **Update on Proctor Site:** **Action Item** - Chad and Jennifer will meet via email/phone regarding proctor site updates next week. 2,136 tests were completed at testing center sites Fall semester. The online scheduling system has saved the college 106 + hours of employee time resulting in a savings of \$2, 136.00 to the college. EGF sent out an email to faculty stating what hours they would like to be open. Only 1 faculty requested that the EGF center be open later on Tuesday night. EGF testing center hours are still being finalized.
- **Status on Wiki Software:** Software is installed on the server as a college-wide wiki. Scott will figure out if this software can be installed on a course by course basis. In the meantime, Chad will continue to assist faculty in starting their own wiki's via a free service on the web that can be restricted.

- **ITV Training for Faculty Spring Semester:** Need to implement test distribution process and include it into the current manual. **Action item:** Jennifer will look into getting 4 locked boxes for the ITV rooms with slots big enough for large envelopes. **Action Item:** Holly and Joanne will work on updating the ITV manual and arranging training time for faculty on each campus.
- **GroupLink:** Scott is working on preparing the server for the help desk software. **Action Item:** a decision has to be made about which network software to install to run this. Wyndle will come on Monday to help Juan with employee computer configurations. Scott will be coming to start working on the GroupLink project.
- **CompuGuard:** **Action Item:** Joanne will get numbers to Juan regarding how many licenses must be converted for Vista clients. **Action Item:** Juan will contact the vendor and convert 10 licenses.
- **Netop Remote Control:** **Action Item:** Holly will contact company to get pricing on software for Roseau site.
- **Norton Antivirus:** Web install is not working. **Action Item:** Stacey will look into it.
- **Motivational Video:** For the Love It was shown. Response: Excellent!

Library Update

n/a

Website News

n/a

Desire 2 Learn

n/a