Information Technology Team Meeting

Date: 7/18/07
Time: 1:00 p.m.
Location: EGF 306B TRF 545
Chair: Stacey Hron
Recorder: Holly Deschene
Next meeting date: TBA
Members Present: Sue Dalager, Scott Foss, Wyndle Kinney, Joanne Bachmeier, Dave Olsen, Juan Barrios, Holly Deschene, Stacey Hron, Jennifer Sundberg
Members not present: Chad Sperling

Agenda

1. PCounter
2. Password security and work studies
3. Toner cartridges
4. New configuration guide for students with Vista instructions completed
5. Rummage sale in EGF - any 1150's in TRF not in use?
6. Brainstorm ideas for new web projects
7. Karleen: D2L user conference
8. Color printing
9. Password Security

Stacy's items:
1. Temp positions
2. cafeteria update
3. office updates
4. wiring sop
5. computer purchases

Team Minutes

- Temp Timelines: Posted in the paper this week. Conduct interviews on the 7th and start August 14-Oct. 5th. Two temps will be hired.

- Cafeteria update: Has not been started yet. ==**Action Item-**== Stacey contacted Clinton to have him contact Jennifer to give her an exact date for demolition. Testing center may need to be closed during this day.

- Office updates: Holly will move to the office behind Jennifer's desk in the testing center. The front desk will be for rotating staff conducting proctoring.

- Dave's office will be moved to Stacey's office.

- Estimated date for relocation of testing center Sept. 15th. Jennifer will continue to do high stakes testing until that time.

- Computer purchases: are at least a month or so out. Estimated arrival in September. All employee machines on hold due to budget.

- Wiring procedures: Bob and Mitch in EGF and Tim in TRF are the only certified employees. Requests for cabling and so forth in EGF will go to Bob. Tim will take the requests in TRF. Standard Operating Procedures have been developed for this process.

- P-Counter: Stacey ordered the official license this week. **Action Item-** *Stacey is working on getting server set to run with the product. This will be implemented by Fall semester. A continuous improvement team will be working on the questions and troubleshooting of the product prior to Fall semester.

- Student workers and security passwords: Who are we giving passwords to? Work-study should not be going into employee offices. Stacey suggested that work-study have their own account and are given rights to what they need.

- **Action Item-** Stacey will check on changing the code on the server room in TRF and Juan will reset the Compugard.

- Toner cartridges: Sue was wondering if we had any old cartridges for the 4M and such. **Action Item-** Sue will email Dave with a list of older printers to see if we have any cartridges that EGF can use.

- Rummage Sales: **Action Item-** Juan is creating a list of equipment that will be on the rummage sale. **Action Item-** Sue will email Juan with a list of 1150 computers that were loaned to TRF last spring. Stacey has not heard on a date yet.

- EGF rummage sale in EGF will be Friday, July 27th.

- Student Configuration Guide for EGF: Hold off from printing until closer to fall when some of the issues with Vista will be fixed. Please get any changes to Sue in EGF.

- Continuous improvement: Student retention- how can we retain and attract students. Karleen reported that the committee has been focused on the MYNCTC link on the website. An email scavenger hunt was suggested with focus being MYNCTC services. Another focus of the committee has been how to utilize My Space, text messaging and blogs and so forth.

- Student Email accounts active for 45 Days after graduation: Students are using the email address for jobs and resume submissions. These students are complaining because they are not able to get back into their email to check job correspondence. There was discussion to send out reminder emails to students 3 weeks prior to the end of the semester telling students that they only have 45 days before their accounts will be deleted after that time.

- Student login information: **Action Item-** Scott is working on a solution to force password changes and ability to reset password by the employee or student.

- GroupWise 7.0 upgrade: **Action Item-** Stacey will be completed before Fall.

Library Update

Website News

Desire 2 Learn

- Users Conference: Karleen reported that it was very valuable. Next years conference is in Tennessee.

- Respondus LockDown Browser: MNSCU is signing an agreement for this product. It is free for MNSCU colleges until Dec. **Action Item-** Karleen will notify us as soon as she gets the info.

- **Action Item-** Faculty will need to be trained.