

Information Technology Team Meeting

Date: 8/17/07

Time: 10:00 AM

Location: EGF 306B TRF 545

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: TBA- None in September

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. Managed Printing
2. Update on summer projects
3. GroupWise Training
4. Lab Stats
5. Proctoring
6. Update on Computrace Laptop theft security
7. Update on SchoolDude
8. Regular Hours
9. Training update

Team Minutes

- Posters for printing. Large print stating cost. – Shari Olson would like cost for printing to be 12/month not 36.00 for the year. Original tech fee money (12.00) will not roll over. Any dollars that students pay for additional printing will roll over. **Action Item:** Stacey will email the group regarding the Kiosk to add more prints. Stacey will order one for both campuses.
- All employee printing must be installed through Employee virtual office to insure that departments are not getting free printing. Charge backs will be charged at the end of the month.
- A printer will be put in the EGF library. **Action Item:** Sue will get a quote for a high-capacity printer for the library. Printer should have high-capacity paper trays and duplexing. **Action Item:** Dave and Stacey are looking into copier vs. printer and color printer for student use.
- The printer in the EGF commons will not duplex automatically when first installing through IPrint. Duplexing needs to be done after the fact.
- Colored prints on a copier will cost 15 cents per page.
- Any machines in offices that are not hooked to the network will not be managed through IPrint. Employees must buy paper through the bookstore.
- **Action Item:** Stacey will look into ISRS printing. We need to wait to install business office printers. More research must be done to see how printing big jobs from Business, Student Services and Human Resources are managed.
- Generic accounts (COI training) must be set up with a printing account that has dollars in it.
- GroupWise Training: Start installing on employee computers. Offer disks to employees to install at home. **Action Item:** Holly will install on EGF employee machine.

- Update on summer projects: TRF Cafeteria project, wireless, items on Scotts summer to-do.
Action Item: Scott will email send Juan with the direct link to the Proctor scheduling site.
- A statement needs to be placed on the D2L log in page and the Proctoring schedule page that states: If you are needing to schedule a test at either the EGF or TRF physical campus please click this link:
- **Action Item:** a page will be created that let students know about our proctoring procedures.
- Lab stats has been installed on all lab and student machines. Juan has been working with instructors to make sure that all the special software is installed in all the right places. He has sent an email requesting that if any software needs to be installed for their class, to please let him know.
- Resource 25. Still waiting for information on final details. **Action Item:** Stacey will contact Karen from Resource 25 to get her to come up here and get it done. **Action Item:** What information do we need to have ready for her? How many approve, how does the extra equipment get scheduled? Training needs to happen to even know what needs to be done in the background.
- Computrace: **Action Item:** Holly will get a new quote for 70 computers with full coverage.
- Lab Stats: Demo by Juan
- **Action Item:** Jennifer will send an email out to proctors to meet next week and go through the scheduling site. Proctor posters will be done this afternoon.
- Regular hour: Stacey has up dated the sheet.
- School Dude- Maintenance will be test driving it starting the end of Sept.
- Training update- **Action Item:** Holly will survey faculty and staff at the beginning of Sept. and then set training dates.
- Temps- they are awesome!
- Profile 5s in EGF: Sue and Wyndle will use them and if we need some for the new cyber area, we will deal with that later.

Library Update

Website News

Desire 2 Learn

- Faculty training sessions are in place for workshop week. Topics covered: Respondus LockDown browser and 8.1 new features.