Information Technology Team Meeting

Date:	12/9/08
Time:	3:00 PM
Location:	EGF 401 TRF 662
Chair:	Stacey Hron
Recorder:	Holly Deschene

Next meeting date: TBA

Members Present: Sue Dallager , Holly Deschene, Stacey Hron, Scott Foss, Joanne Bachmeier, David Olson, Juan Barrios

Members not present: Jennifer Sundberg, Windle Kinney

Agenda

1. Update on computer order (MPC)
2. Laptop landing switching back to desktops
3. Inventory-Assets in GroupLink
4. Christmas Break Projects
5. Polycom-
6. Time off over holidays
7. Strategic Planning Meeting Kick off
8. Budget
9. D2L update
10. Student Anti-virus update

Team Minutes

- Still waiting for 90 machines. (majority that is missing is TRF) EGF is missing 20 laptops and 2 desktops. Stacey, has emailed the company to cancel PO. Company replied that it is "ready to ship". We could be liable for the order unless the company allows the cancellation of the PO. There was discussion on going with HP for next time. Stacey ordered a Toshiba laptop for Mei Sather. It should be on her way. MNSCU and legal council are monitoring it. Juan will start making a list of what machines are still covered under warranty.

- The cyber area near the cafeteria will be switched back to a desktop area and HP computers are on order.

- The asset stuff needs to be listed in GroupLink- Scott needs a list of vendors, groups, and any custom fields. We need to find out what we are tracking or what we want to keep tracking. Stacey suggested to "start" with just the computers to get moving. This would give a good idea of what it can do. What do we want to track on them: Everything that is being tracked in Factory. **Action Item:** **Sue and Wyndle will get started on the Asset tracking project.**

- Dave suggested maybe getting another Polycom unit for TRF.

- Holly is preparing training topics and schedule for Spring Semester.

    Library is moving over break

    Testing room was not planned for so the surge tech room will be used. **Action Item: Joanne will need to get 15 computers in there.** This is supposed to be temporary till summer.

    Joanne mentioned that ITV room 436 will need to be closed down or moved.

    Open ticket for ITV room instructions needs to be closed. Posters are up, but new ones need to be posted.

- When employee machines come in they will need to be configured.

- Get leave information to Stacey asap for Holiday break. Once <u>approved</u> then employee needs to put it on the ITV leave calendar.
- Strategic planning meeting kick-off. Date: January 7th . If student workers come they get paid for 2 hours of work. Times: TRF – 9-11 and EGF 1-3
- Budget cuts will be drastic. Action Item: everyone should be thinking of budget cutting ideas and also enrollment boosting ideas.   Sue mentioned the toner and print management available from Laser Systems. TRF could be part of this. **Action Item: Sue will email information (report) on the service.**
- EGF is putting Avast on student computers for Anti-virus protection. Please send any Anti-viruse product ideas to Stacey.

Desire 2 Learn

- Purging of older courses will begin Dec. 15th. Karleen has sent out a reminder and instructions for faculty to backcup and export files and content from all course through Spring 2006.