

Information Technology Team Meeting

Date: 3/13/2009

Time: 10:00 AM

Location: EGF 306B TRF 662

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: 3/20/09 EGF 306B and TRF 545

Members Present: Holly Deschene, Stacey Hron, David Olson, Juan Barrios, Jennifer Sundberg, Joanne Johnson, and Scott Foss

Members not present: Sue Dallager and Wyndle Kinney,

Agenda

1. Official Hours of operation
2. Summer Hours
3. Voluntary reduction of hours
4. GroupLink tickets
5. Video conferences
6. DARS
7. Antivirus

Team Minutes

- **Official Hours of operation:** At the last cabinet meeting, there was discussion regarding this issue. Official hours of operation for the college are 8:00-5:00. There must be IT coverage available for these hours every day including summer.
- **Summer Hours:** All IT staff will work their regular hours through the summer.
- **Voluntary reduction of hours:** Stacey said that the voluntary reduction in hours is not a way for administration to lessen the number of department employees, it is just a way to help out the college budget. Scott mentioned that the union states that if an employee voluntarily reduces their hours it would be in the employee's best interest to specify an end date for the reduced time and specify a start date to return to his/her regular number of hours.
- **GroupLink Tickets:** Tickets are being done. Keep up the good work!
- **Video Conferences:** We had a record number of video conferences last month. Total of 78. Dave mentioned that there is a need for another Tandberg to be placed in the conference room in the Administration wing. There is a projector available to be put in there as well. **Action Item:** Stacey will check if the NETS office has any more units available. **Action Item:** Stacey will get pricing on QOS for Room 401.
* As of March 27th, 306B will not be available for scheduling.
- **DARS:** the data in DARS is old data as of last week. **Action Item:** Stacey will send an email to DARS users to inform them that the data is not current.
- **Antivirus:** Juan requested to purchase a few different antivirus software products to see which might work better for the college when we switch from Symantec. **Action Item:** Stacey will check on what other software is available on the MNSCU contract site available for educational pricing.

Desire 2 Learn

- N/A