

# Information Technology Team Meeting

**Date:** 6/5/2009

**Time:** 10:00 AM

**Location:** EGF 510 TRF 545

**Chair:** Stacey Hron

**Recorder:** Holly Deschene

**Next meeting date:** 6/10/09 @ 3:00 **Rooms:** EGF -510 and TRF 662

**Members Present:** Holly Deschene, Stacey Hron, Juan Barrios, Wyndle Kinney, Jennifer Sundberg, Sue Dalager, Joanne Johnson

**Members not present:** Karleen Delorme, and David Olsen

## Agenda

1. Strategies for Strategic Plan
2. GL Tickets
3. Mouse Certification
4. Summer Meeting day and time

## Team Minutes

- **Strategies for Strategic Plan:** We will schedule a time to meet about this.
- **GroupLink Tickets:** Jennifer mentioned that Creative Services would like to change some of the categories for that department. **Action Item:** Jennifer will get details to Scott on exactly what is actually wanted. Ex. Category names, who gets the emails, etc... This will mean that existing tickets will need to be recategorized.
- **Projects:**
  - TRF- Working on computers and Scott will be coming over to work on the wireless on Wed. After this the TRF wireless will be more secure. Employee computers and Student laptop cart will need to wireless to be done. Guest SSID will be locked down completely and they would need to come to IT to get a generic account. Student SSID will be locked down as well and employees will not be able to log into student wireless.
  - Scott ordered fiber cable the other day and as soon as it gets in, Scott will start doing the switches.
  - Open Pos- Action Item: Everyone should go through their POs and make sure that they are all signed off and closed by June 30<sup>th</sup>. **Action Item:** Sue will check on a PO open from Dec. from HP Computers. Stacey said there are still a couple POs open for Speed Link. **Action Item:** Juan will go down to the bookstore to check to see if there is anymore boxes down there with items that have been ordered for IT in either TRF and/or EGF.
  - Red Condor Spam filter seems to be working great.
  - ReLoad – **Action Item:** Stacey and Scott will meet about this. ie... a demo maybe...
  - Lighting in the EGF ITV rooms shines directly on instructors faces and makes them dark so it has been suggested to put in some strip lighting to help. Tony Dorn dropped off copiers and they will need to be set up. **Action Item:** Joanne will get the copiers set up.
  - **Action Item:** Holly will send over any signage from the TRF rooms and instructions for EGF to use.

- The projectors that Joanne ordered to test have arrived. One went into a classroom and in 106. Joanne said the classroom one is great and very bright 2600 lumens. No shades need to be closed and lights can stay on. The one in 106 is 3000 lumens. Suggestion is to start purchasing LCD projectors. They are brighter and better for data. Joanne said that she will be switching around projectors when the new ones come in. She will move some of the DLP projectors to rooms without windows, and replace them with LCD ones. Stacey suggested ordering universal mounts to make switching projectors around easier.
- Stacey found out that the reason we had so much money in Student Tech account. It was because the Business office did not transfer out the student worker salaries. They have since then been taken out and the account reduced by about 20,000.00.
- Joanne mentioned that some of the dell batteries need to be replaced. Stacey said if they need it, please order it today!
- Joanne and Wyndle attended a webinar on Thursday on Deepfreeze. They both agree it seems to be a great product. Wyndle installed it on a few computers and will monitor it. It is covered under the MNSCU contract. Sue is waiting for a quote on DeepFreeze from Renee from SHI.
- Proctor: Holly is doing proctoring in TRF. Jennifer's proctor time will be spent on Marketing. There are thoughts of moving the proctoring down to the other end of campus where the learning center is. Offices are moving again. Stacey is not sure where she will be. If you need her call or email.
- **Action Item:** if there are any wiring jobs to be done in EGF, EGF ITS should be referring them to Stacey. ITS should not be doing any wiring. It is to be done by facilities.
- **Microsoft Certification:** MOUS- CertiPort will need to be installed on 3 machines in EGF and 5 in TRF for employees wanting to MOUS certify to begin practicing and also have a place to test. **Action Item:** Joanne will install the software in EGF.
- **Summer Meeting Day and Time:** Wednesday at 3:00 **Action Item:** Holly will schedule rooms on both campuses.

Adjourn: 11:50