

Information Technology Team Meeting

Date: 6/22/2009

Time: 10:00 AM

Location: EGF 106 TRF 662

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: 7/1/09 @ 3:00 **Rooms:** EGF -510 and TRF 545

Members Present: Holly Deschene, Stacey Hron, Jennifer Sundberg, Joanne Johnson, David Olsen, Karleen Delorme, David Olsen, Juan Barrios, Scott Foss, Wyndle Kinney

Members not present: Sue Dalager, Wyndle Kinney

Agenda

1. GL Tickets
2. Asset Tracker
3. Juan Barrios-LabMan Conference presentation
4. Stacey-Update
5. Strategies for Strategic Plan

Team Minutes

- **GroupLink Tickets:** Kristal still is doing the most tickets. She had 16 last week. Keep up the good work on using GL.
- **Asset Tracker:** Sue has gotten asset tracker set up, but inventory still needs to be entered. **Action Item: Complete lists of all IT inventory must be gotten for both campuses to be entered into GL Asset Tracker.**
- **Juan Barrios-LabMan Conference Presentation:** Juan presented information regarding furniture that he saw from Herman Miller at the conference. This furniture allows for more individualized working spaces or collaborate spaces. This furniture is more flexible and less static. He also explained about flexible lighting which allows for “moods” to be set during different points during the day or students can adjust the lighting in their space when studying. This type of lighting also allows for less electricity to be used. He also explained what the new version of Ghost can do for Northland. Sue got a quote for Stacey, but no ordering can be done until after July 1. Deep Freeze vs. Centurion Guard was also discussed.
- **Stacey’s Update:** Stacey will continue to supervise Creative Services, A team has been created that Dan Klug will chair, Mark is the interim Director. The New Media program will start a year from this Fall. It will require a Mac lab. **Action Item: someone will need to get trained on how to support Macs.** Jennifer has been moved to the back of IT, 50% of her time is working for Creative Services, and 50% of her time will be IT up front. The back IT room will be divided ½ Creative Services, ½ IT. Julie Olson will be moving to the back of IT. Stacey will be moving to the office suite down by IT at some point this summer. Holly’s position has been redone to reflect 50% Test proctoring and 50% IT with student support. Holly will be moving with the testing center to room 211 across from the Learning Center Joanne will still do proctoring but will be located in IT. EGF IT has been relocated for the Summer with a move to the new location anticipated by August. Chad and Karleen will be moved to the IT room in EGF as well.
- **Strategic Plan Strategies:** Tabled

Adjourn: 11:00 AM