

Information Technology Team Meeting

Date: 8/12/2009

Time: 3:00 AM

Location: EGF 510 TRF 545

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: 8/5/09 @ 3:00 **Rooms:** EGF -510 and TRF 545

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

Members not present:

Agenda

1. Update on Projects

Team Minutes

1. Charles Grey has been hired to take Sues place. Starting Friday
2. **Joanne:** Working on laptops for faculty, Send out email to instructors letting them know they are here. Bunch of projectors to be put up. She has contacted help with the wires. Security cameras are in the testing center. Action Item: **Email Stacey Proctor hours.** Working on Asset Tracker-computer name is required and sometimes there is not a name so can we put un-assigned as the name until they are assigned. Scott mentioned using the asset number or serial number for the name.
3. **Karleen:** Trying to get all rooms situated and numbered into room scheduler with options. Working on a few things in D2L for instructors with requests. Policy handbook is up.
4. **Scott:** Grouplink-still working with the company trying to figure out what is up with the system. It is currently down. Checking to see what version of TomCat Grouplink prefers. May attempt to reinstall from scratch. Rocky is finishing off the cable ends in the old 301 wiring closet and then they will configure switches for that area. Access points need to be hung again due to construction. Rocky will work with Scott on this by checking cable location and hang access points in. Scott, Chad, and Karleen are scheduled to move on Friday or Monday.
5. **Wyndle:** Get server up and running, move Deep Freeze, Ghost, and labstats to that server. Reimage, move computers around. New temp Elizabeth is working out fine. She is pulling cable and all.
6. **Holly:** Moving my office and the testing center. Set up computers in the new testing center and employee workstation. Update Employee and Student Quick Start guides. Represent IT for the new employee orientation on the 17th. Have been going down to IT 3 days a week for 2-3 hours to help out. Finishing Hyperion BRIO updates (Michelle in the business office is having install trouble), Creating welcome email for testing center for both faculty and students. Creating temporary signage for the testing center. Put in new rates for Pathways once they are gotten from Tim. Need to set up a schedule of when I will be on the EGF campus this semester.
7. **Juan:** CAD rooms-reimage computers with whatever software we can. **Action Item: High Priority! CAD Lab.** Roseau-MS updates need to be done up there and there are some issues with log ins, Mahnomen-updates need to be done. Holly will do on Thursday when she goes to do orientation. We need a switch down in the 200 suite to accommodate new lines that were put in the new testing center. Scott and Juan will work on this. Reimaged a couple desktops to replace older machines for employees. Image server is up and running with Deep Freeze and Symantec. Images work well. Create image for 605 and reimage the lab. Create image for Employee machines laptops and desktops. Terminate cables. Autobody: Computers need to be cleaned, and updated and set up when the construction allows.
8. **Dave:** 3 printers and duplexer are in. Duplexer has been installed in the Learning Center. DVD duplicator died this morning. Kathy Huschle has 90 disks to be done. These are currently being done manually. 2 color lasers are in and in place and ready for Stacey to get on the network. Dave will add another blk/white laser printer to aviation. **Action Item: Dave and Joanne will get together to get going more on the asset tracker.** Dave will update machines in Roseau on Thursday this week. Krystol will take care of the printing of Kathy Huschle's CDS

9. **Jennifer:** Trying to wrap up creative services projects as to be available to help Juan. **Action Item: Signage for Technology Solutions and testing center and other areas around campus. Computer lab hours is high priority before the start of school.** Backgrounds can wait. Suggestion to put grouplink information on business card reorders. Setup GroupLink kiosk. Jennifer's IT hours are 8-12.
10. There is a workstudy interested in working in IT. Kelly spoke with Juan.
11. Hours are 8-5 in EGF and TRF 8:00-9:30 Evening hours in EGF ITV coverage-Joanne is considering finding a work study to work till 6:30-7:00.
12. New conference room in EGF will be 301- Joanne will get a Tanberg in there permanently. **Action Item: Joanne will contact Jeff Sinks to let him know that we need this one on QOS and we pay for that.** We need to let them know asap. The only portable unit will be the polycom.
13. **Aviation video conference:** Projector and mount are here. Dave has contacted Tim regarding mounting and wiring. Tanberg in Aviation needs to be put on a Vlan. **Action Item: Someone will go out to Aviation and check to see if there is even a cable run in the room where the Tanberg will be.**
14. Student Senate is complaining about video conference connections. Suggestion, hold meetings in ITV.
15. Training for faculty at the beginning of the semester. Joanne will send out manual for faculty.

Adjourn: 4:00 AM