

# Information Technology Team Meeting

**Date:** 9/4/2009

**Time:** 2:00 AM

**Location:** EGF 115 TRF 545

**Chair:** Stacey Hron

**Recorder:** Holly Deschene

**Next meeting date:** Sept. 11 @ 2:00 **Rooms:** EGF -115 and TRF 545

**Members Present:** Stacey Hron, Holly Deschene, , Karleen Delorme, Scott Foss, Joanne Johnson, Charles Gray

**Members not present:** Juan Barrios, Jennifer Sundberg, David Olsen

## Agenda

- Staff In-service
- Pandemic planning
- FY10 goals

## Team Minutes

1. Staff In-service: Reminder, Sept. 17<sup>th</sup> staff in-service. All staff is required to go, but not temps. Rocky will come to TRF and cover on Thursday the 17<sup>th</sup>. Rocky will come over one day earlier to get the feel for how things work on the TRF campus
2. Pandemic planning: Disinfecting wipes are on order for wiping down computers. Stacey will send out a sheet to be filled out by each of us with lists of "essential" functions, who is the backup, and can it be done from home? There is a VPN connection in place, but Scott is working on it more and handouts are created and will be updated. Tool Kits should be created that include GW, Office, and other software that may be needed if employees need to stay home to do their jobs. Laptops ready for check out if employees need to work from home. The laptops need to have all state software on them. We all need to be thinking about this and get a list to Stacey about your ideas for keeping essential functions going by Friday, Sept. 11.
3. FY10 Goals: Tabled due to too many people not at the meeting.

Adjourn: 2:30 PM