

# Information Technology Team Meeting

**Date:** 10/9/2009

**Time:** 2:00 PM

**Location:** EGF 115 TRF 545

**Chair:** Stacey Hron

**Recorder:** Holly Deschene

**Next meeting date:** Oct. 8 @ 2:00 **Rooms:** EGF -115 and TRF 545

**Members Present:**

**Members not present:** Holly Deschene

## Agenda

- H1N1 procedures
- Temps
- Security Awareness month
- GW Messenger
- UPS
- Zenworks

## Team Minutes

1. **H1N1 update:** Stacey went over the procedures to be followed in case employees or students are sick. Concern is if you have a fever that is when you should go home. Compensation for being out sick: sick leave, vacation, or you can use leave without pay. If Stacey sends us home because she thinks you look ill then you can use MSL on the timesheet. This would be Administrative leave. You may return to work within 24 hours without a fever.
2. **Temps:** They are done in EGF next Tuesday, October 13<sup>th</sup>.
3. **Security Awareness month:** No exceptions to the ban of social networking sites on campus for employees. They can use a student computer. **Action Item:** Wyndle will send Holly a few links and she will create a handout to distribute to employees/students to assist them with locating viruses on home computers.
4. **GW Messenger:** Charles brought us up to speed on GW messenger. This is encrypted. There is also a chat room feature to use for on-going discussions if needed.
5. **UPS:** EGF does not have them in their ITV rooms so they will be ordering 4 of them.
6. **Zenworks:** Active Directory servers ordered for each campus.

Adjourn: 3:25 PM