

# Information Technology Team Meeting

**Date:** 10/23/2009

**Time:** 2:00 PM

**Location:** EGF 115 TRF 545

**Chair:** Stacey Hron

**Recorder:** Joanne Johnson

**Next meeting date:** Oct. 30 @ 2:00 **Rooms:** EGF -115 and TRF 545

**Members Present:** Wyndle Kinney, Karleen Delorme, Joanne Johnson, Charles Gray, Jennifer Sundberg, David Olsen

**Members not present:** Holly Deschene, Scott Foss, Juan Barrios

## Agenda

- Motor vehicle records check
- Credit Card – Access online
- Disinfectant Spray
- Windows 7 and 64 bit Vista
- GroupLink tickets and training
- Infected computers
- Memory Sticks

## Team Minutes

1. GL Tickets – 1<sup>st</sup> place winner for this week - Wyndle
2. **Motor vehicle records check – everyone has to have completed this by November 1, 2009.** This includes student workers. Whoever schedules the vehicle has to be the driver.
3. Disinfectant spray - looking into whether it is even necessary to spray.
4. Credit Card – Electronic access online system – make sure you've gone through the training and have registered. Don't give credit card to others. Whoever has to do a lot of purchasing should get their own credit card.
5. 64 bit Windows 7 and 64 bit Vista – Discussed whether we should purchase some for students and staff. Determined we don't need the 64 bit Vista. We only have the Windows 7, 32 bit version. Dave mentioned purchasing it online for \$32. Home premium and Professional only not Windows Ultimate. Offer is good only until January 1<sup>st</sup>. We sell Vista and Windows 7 (32 bit) for \$40 in the book store. Online is cheaper so we decided to email all students with the link and/or give a handout to students coming into IT inquiring about it. Have Holly create a handout.
6. GroupLink – Two hours training. What would we like to have covered in the training. Stacey listed off some things and Charles asked about Zen Works.
7. **All infected computers – Notify Scott no matter what the virus is.**
8. Charles talked about NCTC.local, ZenWorks and active directory. Will be having some training for IT in the future. Will start testing wireless with active directory soon.
9. Stacey approved for Wyndle to purchase additional memory sticks for Profile 5's.
10. Wyndle's changing his hours to work 8:30 to 5 due to no work study coverage later in the day on some days of the week.
- 11.

Adjourn: 2:40 PM