

Information Technology Team Meeting

Date: 12/18/2009

Time: 2:00 PM

Location: EGF 214 TRF 545

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: TBA – need to set a day and time for new year.

Members Present: Wyndle Kinney, Charles Gray, Holly Deschene, Stacey Hron, Juan Barrios, Scott Foss, Karleen Delorme, David Olsen

Members not present: Jennifer Sundberg, Joanne Johnson

Agenda

- Break Priorities
- Schedules
- Zen
- Anti-Virus
- Novell Client Update
- Symposium recap (Scott, Holly, Charles)

Team Minutes

1. **Break Priorities** – Take away Admin rights from as many machines as possible. Implement EndPoint security
Action Item: Karleen – wants to take a look at the web. 2.0 tools and webinars for implementation into D2L.
 - Network priorities for break: Updating switches and deploy VLANS in TRF (We need to know what switch and port all employee computers plug into and also for printers and copiers.) Scott would like to see an inventory that has a computer and username attached to it. Need to find all devices on the 208 IP range because they will need to be given new IPs **Action Item:** Check airport campus testing computers to see if they are in the 208 range. **Action Item:** Juan-take IP list highlight who is not a server – if it does not exist then remove it.
 - All devices employee or not – remove old Antivirus and install EndPoint – install and deploy Zen agent – Context-less log in. **Action Item:** Charles will create documentation on how to do these things. (All devices)
 - *Naming convention:* Stacey made an executive decision that from now on all computer names will be named by the computer's asset number – asset ticket number goes in the computer name. No computer leaves IT without an asset sticker. In the description part of the computer name is where the location or user information goes. **Action Item:** Charles – SOP for computer naming and PC configuration. Make this into a GL ticket template.
 - **Action Item:** Dave will tone printer and copiers and update smtp.
 - **Action Item:** Holly –do what is needed to assist and support Charles, Juan, Scott during network overhaul in TF.
2. **Schedules:**
 - Dec 21-23 - Charles prepping Zen and AV servers. After 23rd student AV client will be available. After 23rd Zen agent ready for full deployment.
 - Dec 22-23 - Scott at TRF. Scott will be logging in to all switches to ensure they can be managed.
 - Dec 24 - Charles patching EGF Novell servers
 - Dec 28 - EGF Zen & AV deployment - Holly in EGF
 - Dec 29 - Scott & Wyndell working at Bookstore
 - Dec 30 - TRF VLAN Deployment –late start, late night
 - Dec 31 - TRF Zen & AV deployment
 - Week of Jan 4 - Scott at Roseau
3. **Symposium Recap:** Charles: major thing he learned was that NCTC really needs to crack down on network and PC security. We need to figure out which direction we want to go and start heading in that direction. He emphasized the new laws that are coming out that are really cracking down and penalties are going to be severe for a breach. Point Sec: hard drive encryption software will need to be implemented on all laptops going forward. There is a law out there re: federal peer-to-peer networking (NO!) It was brought up that if the person who wipes computers is not certified then if

there was a breach and it was brought to court it would not hold up. SharePoint-wants deployed it is easy for the users. New version of SharePoint will not require to have the office client on the PC it is available through SharePoint (cloud).

Action Item: Check into who to contact at the Center of Enterprise Technology re: SharePoint shared server individual site. Scott: focus on security – discussed how easy it was to get into a computer if a machine is not patched properly. Scott mentioned that it took exactly 2 minutes for the presenter to get full access. Software that focuses on definition files really is not protecting anything it is really 1 step forward and 3 steps back. PCI-if there are breaches there is potential for monitoring for up to 3 years at the expense of the institution. All security enforcement needs to have administration as the driving force not IT. One of the easiest things to help shut down a lot of breaches is to not give users admin access. This is something that is being considered over break. Scott shared information with Chad and Paulo re: website application development issues. They discussed safety and security compliance. Holly: Social networking security overview –example from MnDot on policies of employees using it and appropriate steps to follow when posting. **Action Item:** Holly: Get copies of MnDot position statement and social network use policy to Stacey. Information re: nanotechnologies that NCTC nursing students may face in the near future, Information re: proper disposal of discontinued PC and other data devices. ADA compliance on website for current program videos or promo videos with speech-closed captioned for the hard of hearing. Spent a lot of time in the same sessions as the guys. SharePoint 2010 seems to close some of the security gaps that 2007 has. Charles and I got really interested about its use at Northland while speaking after the session with the presenter.

Adjourn: 4:00