Information Technology Team Meeting

Date:	1/7/2010
Time:	1:00 PM
Location:	EGF 115 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, Karleen Delorme, David Olsen, Jennifer Sundberg, Joanne Johnson
Members not present:	

Agenda

- Network renovation in TRF

Team Minutes

- **Network renovation-TRF** – Charles thanked all those who helped with the change over. VLAN is in place. It is not complete, but it is working at this point. Please note that Scott is starting to add ACLs to TRF so keep in mind that things may "break" periodically. Scott will keep us updated. If VLANs must be switched for a device we need to contact Scott. Endpoint has been successfully deployed to 300+ devices. Laptop install is meant to be used on or off campus.
- <mark>**Action Item:**</mark> **Charles will talk with Scott to get the Endpoint software for student links into Virtual Office.**
- There was a question about updating lab machines. The decision was to unfreeze the machines, install Endpoint and then re-freeze computers. We will work on a solution to get those machines updated.
- A notice will sent out re: changes that have been recently made in network security and PC management.
- All employees whose machines have not been re-configured will need to bring their machines in or contact IT to get it done.
- During the Endpoint deployment in TRF- there was about a dozen infected computers found.
- <mark>**Action Item:**</mark> **Wyndle will try to get a quote for Malwarebytes for employee use. At this point Malwarebytes seems t be catching more than Endpoint.**
- <mark>**Action Item:**</mark> **Charles and Scott will be going through the infected machines as soon as possible to see if they are able to be returned to employees after being cleaned or not.**
- **Zen**- The only things being used right now are dynamic local user and remote control. Zen has been having some issues this week of knocking people out and logging them off. Charles is working on it.   Note: Do not put Zenworks on the Image Now machines in TRF. Charles has asked that TRF hold off on any Zen rollout at this time.
- **Contextless Logins**- This deployment went very well.   Action Item: Stacey will begin to delete aliases.
- **Universal XP image**- Charles is currently working on a universal image for employee machines.
- **Charles's Thoughts**: We need to improve on our project processes. There needs to be more documentation and better communication internally and with our users. Very good overall team-work during this project. Joanne mentioned that timing of projects could be better. Christmas roll out is hard because of the holiday and people leaving. When we take PCs out of offices due to viruses we need to make notes if the user was not there. <mark>Action Item:</mark> **Charles will talk with Scott about an SOP for the Alerts Page.**
- **Big things coming up in the next 2 months**- Scott will be pushing and hammering out VLANS. Official Netware support will go away on March 9th.   Active directory, and Zen will also be rolling out by the end of the semester.
- **Student Printing**- there has been some discrepancies between PCounter report and actual printer page counts.

Adjourn: 2:00 PM