

Information Technology Team Meeting

Date: 3/5/2010

Time: 2:00 PM

Location: EGF 115 TRF 545

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: March 19th

Members Present: Scott, Dave, Holly, Stacey, Juan, Jennifer, Karleen, Wyndle, and Charles

Members not present: Joanne

Agenda

- Charles' items
- Software Inventory (Adobe)

Team Minutes

1. **Password changes:** minimum requirements of 8 characters, lower case letter and a number. Passwords expire every 120 days. They can not contain first, last name or username. Can not reuse the same password until you have done 40 password changes. Passwords are only able to be changed 1 time a day.
2. **New Employee check in process:** emails would be sent to appropriate people re: new employee has been hired. (This process is in the beginning stages of development) *Scott will be dedicating Monday and Tuesday to a GL project for new/separating employees. Wed. and Thurs. will be dedicated for TRF VLANs.*
3. **SOP:** folder is out on the network, please create GroupLink ticket for an SOPs that you feel are needed. If they are Administrative, put them in the admin folder.
4. **GroupLink Email-the-Ticket feature:** there are some limits to this so if team members want to try it, it will be there.
5. **Charles' items:** iPrint is available for Windows 7 and will fully be deployed next week. Full deployment of Active Directory has happened. Zen is having some issues right now (slow logins, lock up PCs, etc...) deployment has slowed down on this. It is very inconsistent. Future Plans for IT:
 - Working on a universal XP image with Wyndle and Juan
 - **Action Item:** Charles will create or modify an on campus 64bit install of Endpoint
 - Looking to move to more Microsoft based solutions
 - Office Communicator: instant messaging, webcam, whiteboard, share desktops (looks like a good move to make in regards to instant messaging.) **Action Item:** we will set this up and start testing.
6. **Updates for break:** Juan will be working on reimaging and an imaging SOP-Charles and Juan will be working on imaging configuration. Holly-play catch up on tickets and create the SOP for proctoring and install new version of Financial Aide software. Jennifer-catch up on tickets, working on lean certificate, Marco Training – Dave has to take apart the library printer to fix a defect in that model printer, working on machines at the airport, Scott: still trying to track and infected computer – Karleen: make changes that came through academic affairs, Wyndle: reimaging library, re doing Student Service computers, and Image now stuff. Charles: working with Juan on imaging
7. **Infected computer process:** is in the works
8. **Primary roles of Job description:** send them to Jennifer asap, list Primary and Secondary **Action item:** Jennifer will send out another email on this with the template. These are due to Jennifer by Friday, March 12th.
9. **Meeting Dates and Times:** Fridays at 2:00
10. **Adobe software inventory:** will discuss at a later meeting

Adjourn: 4:00