Information Technology Team Meeting

Date:	8/13/2010
Time:	2:00 PM
Location:	EGF 115 TRF 545
Chair:	Stacey Hron
Recorder:	**Holly Deschene**

Next meeting date: August. 27 @ 2:00   Rooms: EGF -115 and TRF 545

Members Present: Holly Deschene, Juan Barrios, David Olsen, Charles Gray, Wyndle Kinney, Scott Foss, (Temps)

Members not present: Stacey Hron, Karleen Delorme, Jennifer Sundberg

Agenda

- update on Novell servers
- printing discussion - open issues, testing, student laptops, pcounter, check balance
- imaging - where to store image, future deployment ideas
- items being deployed - new printing, zcm, ad, group policies, windows file shares, new backups, virtual servers, SharePoint, single sign on,
- open issues - general discussion
- user passwords
- file permissions and drive mappings

Team Minutes

1. **Update on Novell servers:** Novell servers are functioning. There are intermittent errors. Update: passwords were not synchronizing but in the process of fixing it other problems arose but are being worked on. VO student will hopefully be down by the end of the week. Be very aware of user passwords: the passwords are for the most part working. If we have problems with this, we need to just work with it and help them out. All resources for students are only on the Windows servers.

2. **Printing issues:** Joanne is going around working on all of these in TRF. We need to test. Just because we see it, does not mean it is working. Printing costs are 5 cents for B/W and 25 cents for color (students-50 cents for color). ALL printers need labels with the correct Active Directory printer names on them correctly. This is something work study can do. The label needs to say the AD name and the last 2 groups of the IP address. Ex. 208.30   Student laptops: some PCs with Vista and XP home edition are experiencing issues printing. They are not able to gain domain access through this version and therefore these computers may not be able to print. At this time there is no solution, this is a MS problem. Shared PCs such as the mobile labs: Charles and Joanne are working on a solution to this.

3. **Imaging:** There is confusion in the process of imaging. Who is supposed to be doing it? Where are the computers supposed to be? What operating system are we using? Who is responsible for them? More information to come.

4. **Items being Deployed:** All PCs to the Windows Domain – currently all students are in windows domain and employees log into Novell and Windows, Group Policies – if screen savers are changed, or software won't download, etc… chances are it is a policy and check with Charles. Windows printing, windows file share for students. Backups will be starting on the new servers sometime in the near future. All windows stuff is on virtual servers – please keep this in mind because the functioning of a virtual vs. hardware is different. At this point load testing has not been done so we need to prepare for possible log in delays and printing delays within the first week. SharePoint: it will be going live as soon as possible. Employee SharePoint may come in the future. Single Sign-on is supposed to be deployed before school starts…… Patch management-will begin testing next Wednesday.

5. **Open discussion:** There is a question regarding screen savers: employees want to change what it is and are concerned about having to log back in after it goes on. The group discussed it and we agreed that screen savers need to be on and state requires lock out when computers are un-attended that they lock. The password policy ensures this. If anyone wants to recommend different pictures for the screen saver please feel free to let Charles and the team know.

6. **Passwords:** Do we need more people on campus being able to change passwords. Not anything else not passwords? There is potential to have many, many password changes needed within the next couple weeks.

Adjourn: 3:00 PM