

Information Technology Team Meeting

Date: 10/3/2011

Time: 10:00 AM

Location: EGF 301 TRF 662

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: October 17th at 2:00!

Members Present: Don Smith, Stacey Hron, Holly Deschene, David Paul, Wyndle Kinney, Jennifer Amiot, Karleen Delorme

Members not present: Scott Foss, David Olsen

Agenda

1. Laptops: Checkout in IT and TRF – IT multimedia
2. Video Conferences:
3. CBT nuggets: Action Item:
4. Student Technology committee:
5. Work load:
6. IT Website:
7. Services available in IT notice:
8. Printer issues with XP
9. Printer recycling:

Team Minutes

1. **Laptops:** Checkout in IT and TRF – IT multimedia
 - Faculty, staff and students use these
 - There are no laptops available for “rent” anymore on any campuses
 - IT has a few for “check-out” on both campuses: these laptops will need to be logged into by the user or user credentials BEFORE leaving the IT department on both campuses to insure full functionality of the computer.
2. **Video Conferences being scheduled incorrectly:** need to come up with a better solution for this. **Action Item:** Jennifer will send Karleen the handout about scheduling to be posted.
3. **CBT nuggets:** **Action Item:** Holly will send the info out to the group and schedule training on Fridays at 3:00.
4. **Student Technology committee:** need to recruit more students
5. **Work load:** EGF-seems to be good, getting ready for second rummage sale in TRF. TRF-just catching up on a few projects that were put on hold earlier and also getting ready for second rummage sale.
6. **IT Website:** Paulo has begun working on this. He started this change but we need to update links and such. **Action item:** Holly will look through the training center and send updates to Paulo. **Action Item:** Paulo will email out current site and all IT team members should look through them and send changes and recommendations to Paulo. IT will have a public-facing site that is just general info. The private-facing info will be put into SharePoint and everyone will need to log in to get at the info.
7. **Services available in IT notice:** **Action Item:** Jennifer will send this out again to the team
8. **Printer issues with XP:** an issue has come up those computers with XP losing printers and having issues with printing. Currently the solution has been to install the printer locally. **Action Item:** All EGF employee printers need to be moved to EGF – Print2
9. **Printer recycling:** we need to get updated info on the list of printers Marco sent to Holly last week. **Action item:** Wyndle will get the EGF info to Holly and Holly will send to Marco the beginning of this week.

Adjourn: 11:00