

# Information Technology Team Meeting

**Date:** 3/26/2012

**Time:** 2:00 PM

**Location:** EGF 115 TRF 545, AC13

**Chair:** Stacey Hron

**Recorder:** Jennifer Amiot

**Next meeting date:** 4/9/2012

**Members Present:** Scott Foss, Karleen Delorme, Stacey Hron, Matt S., Jason M., Don Smith, David Olsen, Paulo Perez

**Members not present:** Holly Deschene, David Paul

## Agenda

Updates:

1. **Technology Website:** Paulo and Jennifer are working on updating the technology website. If you have some FAQs to contribute to the top 12 FAQs that will be on the website forward them to Jennifer.
2. **Equipment Purchases:** REMINDER! Equipment may not be purchased on a credit card. Remind employees to submit a GL ticket and POs will be created. Prior supervisor approval is necessary.
3. **Security Camera Systems:** Students or employees requesting to view security camera footage need to go through the appropriate staff. ITS is not responsible for reviewing tapes. Only the Director of Facilities, Student Services and HR Directors on each campus has the authority to review footage. Do NOT install the security camera software on anyone's computer without official orders.
4. **Online Training:** Everyone would like the login info for CBT Nuggets again. **Action Item:** Jennifer will contact Holly to get that info out to everyone again.
5. **IT Conference:** Holly, Don, Paulo, Jason, and Scott are going. Remember to bring back handouts and info back for the rest of the team.

**Adjourn:** 2:35PM