

Information Technology Team Meeting

Date: 3/21/08

Time: 2:00 PM

Location: EGF 306B TRF 662

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: TBA

Members Present: Holly Deschene, Stacey Hron, Wyndle Kinney, Karleen Delorme, Scott Foss, Joanne Bachmeier, Chad Sperling, David Olson, Jennifer Sundberg, Juan Barrios

Members not present: Sue Dallager

Agenda

1. VTC update
2. April 7th, mandatory staff in service. Do we have coverage? (sign for limited support avail)
3. workstation passwords - SOP
4. Timesheets - turn in on time
5. Phone system between campuses
6. D2L Update
7. Meeting day and time

Team Minutes

- **VTC update:** make sure we get 2 classes done by May.
- **Mandatory Staff In Service:** EGF is covered. **Action Item**-Juan will double check TRF.
- **Time Sheets:** Must be turned in on time. **Friday** is the deadline-Otherwise you will not get paid.
- **Phone system between campus:** it is tied together We can test it out. TRF is 9 and then EGF extension, if you are in EGF you dial 8 and then 4 digit extension. There is some echoing on the TRF side. This is being worked out.
- **Workstation password-SOP:** EGF is having some trouble with password changes due to the configuration. Novell clients are set up different and this has been creating issues with changing network and/or workstation accounts. Suggestion by Scott-EGF should move away from having the same Novell and GW passwords therefore if a client gets locked out of Novell they can still get to GW to change their password via the email sent by Scott reminding them to change their network password.
Suggested SOP: Desktops will have auto log in using the Admin profile and generic password. Laptops will have separate account with no password for users and a separate Admin account with IT only password.
- **Meeting dates and times:** Wyndle suggested moving the meeting day and time. The tentative day and time will be Mondays at 10:00.
- 6 more access points left in TRF

Desire 2 Learn

- D2L upgrade is scheduled for 8.2 the first weekend in June. Training is in the works for trainers and site admins. Upgrading to 8.3 is a very good possibility. D2L is not going away due to the Blackboard lawsuit, but upgrade version is currently undecided, but an upgrade will happen in June.