

# Northland Community & Technical College

## Technology Utilization Meeting

Date & Time: May 12, 2011 12:00-1:00 pm  
Campus & Room #: EGF 115/TRF 545

### MINUTES

Attendees: Jennifer Amiot, Stacey Hron

Absent: Clinton Castle, Don Cambell, Don Fischer, Milt Kinzler

Topic	Responsible Party	Discussion/Outcome
1. Employee Tech Utilization Survey	Jennifer Amiot	<ul style="list-style-type: none"><li>Reviewed the results from the Employee Tech Utilization Survey.</li><li>Some requests didn't pertain to technology, and more to Facilities that will be redirected.</li><li>Technology requests will be evaluated and updated.</li><li><b>ACTION:</b> Jennifer will forward non-technology requests in grouplink tickets to the Maintenance department.</li></ul>
2. Tech Utilization Documentation	Jennifer Amiot	<ul style="list-style-type: none"><li>Documentation is updated and will be emailed out to the committee and posted on Employee Sharepoint under the Committee Minutes.</li><li>Additional documentation will be updated and posted.</li><li><a href="https://myntc.northlandcollege.edu/employee/collegeminutes/SitePages/Home.aspx">https://myntc.northlandcollege.edu/employee/collegeminutes/SitePages/Home.aspx</a></li></ul>
4. Adjourned		Adjourned at 12:30 pm