



# Northland Community & Technical College Technology Utilization Meeting Minutes

January 17, 2008 12:00 – 1:00 p.m.

TRF Campus, Room 662

EGF Campus, Room 106

## MINUTES

### Members Present:

<input checked="" type="checkbox"/> Stacey Hron	<input checked="" type="checkbox"/> Sue Olson	<input type="checkbox"/> Dennis Sevigny
<input checked="" type="checkbox"/> Holly Deschene	<input checked="" type="checkbox"/> Scott Foss	<input type="checkbox"/> Bob Gooden
<input checked="" type="checkbox"/> Clinton Castle	<input type="checkbox"/> Mary Hanson	<input type="checkbox"/>
<input checked="" type="checkbox"/> Andy Mueller	<input type="checkbox"/> Milt Klinzler	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sue Dalager	<input type="checkbox"/> Don Campbell	<input type="checkbox"/>

Topic	Responsible Party	Discussion/Outcome
1. Surveys	Sue Dalager Stacey Hron	It was discussed to combine the Classroom Technology/Facility Survey into one survey. Members present agreed to combine and keep the survey short. <b>Action Item:</b> Sue and Stacey will draft a one question survey and email it to both the Technology Utilization committee and Facilities members for review.
2. 2008 Priority List	Sue Dalager Scott Foss	The security camera in EGF is still needs to be installed. Classroom projectors –on hold temporarily in EGF due to remodeling. The server in TRF needs to be completed. Wireless needs to be completed in TRF. The closed-captioning project in EGF is on hold – no further information. Otherwise all other projects and priorities have been competed. <b>Action Item:</b> Scott will take care of finishing up the server and wireless in TRF.
3. Vista and Office 2007	Stacey Hron Sue Dalager NCTC training Team	Sue Olson brought up the question of when the college would be upgrading to Office 2007 and Vista. Stacey suggested that the college migrate to Office 2007 this Summer and to Vista later next year. Instructors who want Vista on their machines before the college-wide switch over can contact ITS to have it installed. <b>Action Item:</b> The Northland College Training Team will prepare training materials and a schedule for training Office 2007.
4. EGF Faculty Folders	Scott Foss Sue Dalager	The EGF Faculty folders will be redone this summer. Faculty will still have their personal folder on the employee server but the files they wish to share with students will be stored on the student server. <b>Action Item:</b> Scott Foss will take care of switching the files to the student server.
5. Next Meeting Date	February 21, 2008	
6. Adjourn		