

**Technology Council Meeting Attendance
September 21, 2009**

Name	Unit Represented	Department	Date: 9/21/2009
Voting Members			
Carol Briggs-Erickson	Librarian	Library	P
Tim Trainor (Chair)	Faculty	CIS	P
Becky Evans	Faculty (teaching online)	English	P
Maria Anderson	Faculty	Math	P
Jeff Stipes	Faculty	Technology	P
Debra Howell	Distance Education	Business	P
Phyllis Robey	Clerical		A
Clark Bingham	Custodial	Maintenance	P
Joe Doyle	Administrative	Administrative SVCS	A
Teresa Sturuss	Administrative	Academic Affairs	A
Kelley Conrad	Student SVCS	Counseling	P
Jean Roberts	Student SVCS	Registration	P
Jordan Conrad	Student	Student	P
Josh Miller	Student	Student	P
Mike Alstrom (Vice Chair)	CIO	Information Technology	P
Non-Voting Members			
Julie Weller	Web Committee Chair	Public Information	A
Patricia Werly	Systems Analyst	Information Technology	A
Mindy Stevens	User Services Manager	Information Technology	P
Jason Miller	Technical Director	Information Technology	P
Sarah Swart	Instructional Design	Information Technology	P
John Mihelich	Lab Manager/Recorder	Information Technology	P
Lori Potts	Systems Analyst	Information Technology	P

**Technology Council Minutes
September 21, 2009**

The meeting was called to order at **1:30 p.m.** in room L167-L169

Topics Discussed:

- I. Welcome:**
Introductions were made.
- II. Agenda approval:**
September agenda approved.
- III. Minutes approval:**
April minutes approved.
- IV. Council membership business:**
 - a.** Tim Trainor has assumed Chair responsibilities for 2009-2010.
 - b.** The council voted and approved Mike Alstrom to be Vice Chairperson.
 - c.** Jordan Conrad and Josh Miller will represent students.
Clark Bingham will represent custodial staff.
- V. Old Business:**
 - a. Firefox:**
OIT will support Firefox.
 - b. HDO single sign on:**
OIT will share upgrade information at a future meeting.
 - c. Mailing list for adjuncts:**
The command to send mail to all adjuncts is #adjunct.

Sara Swart questioned cross checking capabilities for adjunct faculty.
Sara asked if the list is capable of being updated to current adjuncts, or do all (old and new) remain in the system?

Discussion: Mike mentioned that OIT is currently working with Human Resources to determine appropriate life cycles for faculty and staff accounts. The goal for adjunct faculty is to leave accounts open long enough between transitions. Some adjuncts teach consecutively and some may only teach once per year.

Action: After much discussion, a suggestion was made to put the adjunct (never hire) issue on the agenda for the next Department Chairs meeting.

d. Status Blackboard Service Pack 5:

Sara Swart reported that the service pack is a done deal.

VI. New Business:

a. Updating campus passwords on a regular basis (complexity & expiration):

Discussion: Security dictates that it is necessary to periodically have users change their passwords. Unfortunately, users have not been regularly encouraged to change their passwords. Tim proposed requiring students change their passwords the second week of the semester. Maria Anderson suggested the third week of the semester. The council debated whether or not to have passwords changed over the summer semester. Some council members were opposed to password changes over the summer due to remote access restrictions.

The council agreed to require students change their passwords the third week of the semester for fall and winter. Summer is contingent upon the ability to have remote access. It was decided that no action be taken until OIT can implement the ability to remotely change passwords.

b. Upgrading to Outlook 2007 (implementation and training schedule):

Discussion: Mindy reported that many faculty and staff computers have been upgraded, and they have received training. She is in the process of coordinating dates and times with Stacey DeBrot for Outlook training to upgrade the remaining faculty and staff computers. Mindy's goal is to first allow training before updating computers to Outlook 2007.

c. Voting through Outlook email for Technology Council business:

Discussion: Towards the end of last year, the council experienced problems with getting voting members to meet and vote on issues. As a result, suggestions were made to utilize electronic voting. No one was opposed to electronic voting.

Action: The voting council members were advised to be on the lookout for a pilot test. Tim will test the electronic vote to see if this process will be beneficial to the council. Tim will include Josh and Jordan in the test.

d. Changing non-voting FIT Implementation Oversight Council member description found in by-laws:

Discussion: A review of the by-laws revealed that FIT is a non-voting group. Tim proposed a by-laws change to replace the FIT Implementation Oversight Council with the MCCDAG group.

Action: Kelley Conrad motioned to approve the by-laws change and Maria Anderson second the motion. All were in favor to replace the FIT Implementation Oversight Council with the MCCDAG group.

VII. Sub-Committee and Informational Reports:

a. Datatel Overview:

Discussion: The Technology Council mandates that MCCDAG and MCDUG report to the council any issues that come through those committees. Tim asked the council if it was still necessary to require the committees to report. Mike mentioned that there is merit to requiring the committees to report to the council because the Technology Council is a Board recognized council.

Action: Lori Potts will report to the council for MCCDUG and Mike Alstrom will report for MCCDAG.

b. Email Policy:

No report.

c. Blackboard Policy:

The Blackboard policy has been adopted.

d. Network Access Policy:

No new development.

e. OIT Monthly Overview:

The OIT Monthly Overview Committee will report relevant information under the “New Business” on the monthly agenda for the council.

f. Software Update (status of SCCM):

The SCCM software has been installed. The committee will be taken off the sub-committee list. OIT will update the council on the software at the next council meeting.

VIII. Announcements:

- a. Temporary Network Access application (S: drive):**
An application for temporary network access is located on the S: drive in the OIT forms folder. This will allow adjuncts temporary access to BB while Human Resources process their paperwork. The temporary account can be adapted to a permanent account when the hiring process is complete.
- b. Technology Council 1:30 pm meeting dates for 2009-2010 academic year in room L167-L169:**
- **October 19**
 - **November 16**
 - **December 21**
 - **January 11 (meets 1 week earlier because of Martin Luther King day)**
 - **February 15**
 - **March 15**
 - **April 19**
 - **May 17**

The January meeting conflicts with the start of the semester. Tim will update the committee on the January meeting.

Miscellaneous:

Josh Miller and Jordan Conrad asked to add “increasing bandwidth” to the next agenda for discussion.

Meeting adjourned at 2:10 p.m.

Submitted by,

**Tim Trainor
Technology Council Chairperson**

dqc