IT COMMITTEE
Minutes
Helena College – 2/12/2015

Council members in attendance:

☐ ~~Brenda Johnson~~

☒ **Bryon Steinwand**

☒ **Jessie Pate**

☒ **Josh Bennett**

☒ **Rick Odermann**

☒ **Shelly Kaiser**

Recorder: Summer Marston, Assistant to the Dean/CEO

Minutes from the last meeting were reviewed. Changes included location and date. Very end of deliverables should say 'work folders' and not 'SharePoint.'

NEW BUSINESS

- Will be down to two staff in IT next week.
- Qualtrics questions deferred until the next meeting. Discussed making an IT committee folder on SharePoint for documents to help keep organized.
- Need to send out info on IT training. Look into self-paced, pre-packaged.
- Work folders rolling along. Planning to send info to start staff. Then will go department by department to move shared folders, ensuring securities are set up right. Bryon will clean out some files of faculty who have been gone for a long time. Josh will check to see what server his software can run on.
- Discussed alerts for Facebook, Twitter, reader boards, etc. for outages. Going to put another directory controller out at the airport. Discussed lack of own DNS. Missoula has to approve / activate servers. Would have saved a lot of stress during the outage. DNS and DHCP are first to talk, then get a fail over site through Missoula to show that website down. Or Missoula may be able to cache so our credentials would work. Credit / debit cards would still be unavailable.

OLD BUSINESS

Jessie has access to Qualtrics. Jeff has adapters.

Deliverables:

Next meeting March 12.