

IT COMMITTEE
Minutes
Fishbowl – 8/17/2016

Council members in attendance:

- Block, Jeff** *Chair*
- ~~**Bennett, Josh**~~
- ~~**Coon, Emmett**~~
- Curtin, Valerie**
- Miller, Candy**
- Odermann, Rick**
- Pate, Jessie**
- Steinwand, Bryon**
- Wendt, Holly** *student rep*

Recorder: Summer Marston, Assistant to the Dean/CEO

APPROVAL OF MINUTES FROM 7/12/2016

Jessie moved to accept the minutes from 7/12/2016. Rick seconded. All approved. Motion passed.

OLD BUSINESS

- **Include Office 365 info on FAQ sheet.**

Rick will finish modifying info from Microsoft for FAQs for the website, helpdesk, bookstore, IT box. Send via email to students to ensure online students receive the info and get to Barb for future orientations.

- **Bryon will contact vendors to discuss discounts, restrictions, etc., and will create a list. Summer will ask Russ if it needs to go to Leadership.**

Bryon compiled a list of vendors and phone numbers. Summer discussed with Russ who stated it doesn't need to go to Leadership. Bryon will contact vendors and will forward those that offer discounts on to Mary Twardos for the master list.

- **Jeff and Rick will create the "IT will/won't do" list and FAQs. Then Summer will format and get to Leadership for approval.**

Rick distributed a list he started, needs to be expanded. Very similar to Missoula's. They will not do hands on any non-college computer. Need to be clear that if they buy a computer in the bookstore, it is NOT a HC computer. Summer will research if UM has student IT support policy or procedure. HC IT Policy does not address work on student computers. Rick will send it electronically with DRAFT watermark. Committee members will take the draft list to their areas to get feedback for the next IT meeting.

- **Summer will review how to compare committee mission/goals with SP/CT.**

Summer provided copies of what other committees have on SharePoint. Jeff and Bryon will draft mission/goals to finalize at the next IT meeting.

- **Bryon will make some edits and give it to Chad for input and inclusion into the syllabus template.**

Done and out for comment to faculty senate.

- **Jeff will go over the surveys when Mike is on campus next week to help determine layout.**

Jeff met with Mike when he was here, but mostly regarding Mike's computer. Jeff will try to meet with Mike while he is here for convocation to go over the surveys and determine layout.

- **Bryon has not been in contact with Cindy Phillips yet regarding cloud-based office, but will follow up.**

Bryon has had difficulty contacting her, will try again. Rick will also look into cloud-based Office and sharing documents with One Drive. Microsoft contract is up. Would like to tie OneDrive in with domain name change, new website, etc. If we move faculty/staff to cloud-based, will get hit financially because currently partially covered by UM. Having student email on cloud has been very beneficial. Need to get the contracts and details worked out.

NEW BUSINESS

- **Status of faculty laptops**

BOR approved in July. Jeff is working to determine a good surface with docking stations for faculty. New projectors for classroom are wireless, so docking stations wouldn't be needed in classrooms. Will be ordering 10 more projectors in the next week for a total of 15 in place. Projectors accept both WiDi (Intel) and Miracast standards, difficulty with Apple. Can manage from central console in IT.

- **Wireless Updates**

All four controllers are updated, should note an increase in speed at airport campus.

- **Public wifi**

Transitioning from umhguest / umhstaff to HelenaCollegeGuest (password umhguest) / HelenaCollegeStaff. Access servers are brand new. Working on HC student, almost ready. Will then tighten down HelenaCollegeGuest.

Jessie moved to adjourn. Rick seconded. Meeting adjourned 12:40 pm.

Deliverables:

- Rick will finish modifying info from Microsoft for FAQs
- Bryon will contact vendors and will forward those that offer discounts on to Mary Twardos for the master list.
- Summer will research if UM has student IT support policy or procedure.
- Rick will send it electronically with DRAFT watermark. Committee members will take the draft list to their areas to get feedback for the next IT meeting.
- Jeff and Bryon will draft mission/goals to finalize at the next IT meeting.
- Jeff will try to meet with Mike while he is here for convocation to go over the surveys and determine layout.
- Bryon has had difficulty contacting her, will try again. Rick will also look into cloud-based Office and sharing documents with One Drive.