IT COMMITTEE
Minutes
Helena College Lecture Hall – 3/12/2014

Council members in attendance:
☒ **Jeff Block**
☒ **Josh Bennett**
☒ **Shelly Kaiser**
☒ **Elizabeth Karr**
☐ **Rick Odermann** *excused*
☐ **Bryon Steinwand** *excused*

Recorder: Summer Marston, Assistant to the Dean/CEO

- Jeff began the meeting and handed out goals for IT Committee (Att-1) (many have been completed) and the mission statement for the IT Department (Att2). Should be aligned. Determining what technologies should be in workspaces and classrooms, what the future holds. Students bringing in their own computers – need labs or can cut down?
- Discussed surveys that were put together for Faculty & Staff (Att-3) and Students (Att-4) at the last IT Committee meeting. Maybe expand on them to include future technologies. Maybe add to student one about labs. Maybe add question about own laptop and using at school. Electronic surveys, discussed ways to get more responses. Print cards are popular in the bookstore. Coffee coupons. Maybe send email to winner to say they can stop and get their coffee, have a list. Coffee rewards for staff. Discussed ways to do the survey. Starfish, Survey Monkey, student email and newsletter.
- Draft policy for web standards handed out (Att-5). **Needs to be reviewed by committee.**
- Looking at purchasing two 'short throw' projectors. Interactive without SMART Boards. Try one at each campus. In IT budget, ordering soon.
- More and more people on wireless. Easily hit 350 concurrent users a day. Two years ago, maybe 160-170. Donaldson will hit 280, 60-70 at AP. Need to add more nodes to disburse load.
- Only IT can do website changes. All changes approved through Barb in marketing. Changes can be requested through IT.
- Discussed switching to 2013 on computers for fall. Jeff needs to discuss faculty. That is all Josh can sell in bookstore. May go one lab with Windows 8.1.
- Caroline Scott has been hired in IT, starts Monday morning. Danny will be done at end of the month.
- SharePoint huge administrative load. **Jeff plans to discuss with Dean Bingham.**
- Discussed email for accessing wifi. Security measure. If they do not fileshare, they will be cut off and have to go to IT to be allowed back on. No user information is kept, though.
- Discussed possible staff training for Office 2013. **Maybe have Caroline work on trainings.** Short courses that could be presented. Especially for adjunct and new faculty. Also discussed possible equipment training.
- Students would like color printer in library to come off student account. Currently pay out of pocket. Discussed options – turn over to the school and charge between $0.25-0.50/page (different charge ratio than black and white); buy another color printer; if copier could be updated to use card. **Jeff will discuss with Russ.** Funding outlook not promising.

- Discussed students helping students with IT. Rick Caron suggested training tutors in basic setup to assist students, more serious stuff would go to IT. Would benefit ALCC also, increase traffic. Could use AccuTrack to see how many students requesting help. Discussed charging. IT helps with minor software issues. Hardware issues are off time.
- Jeff sending email to staff about using Helena College wireless as opposed to UMHelena. Website and email switch will be huge, affects many areas.
- Recording studio discussed. Judy has a setup for recording online classes. TV studio contacted college about donating some equipment for recording. Discussed broadcasting class.
- Open lab being looked at as a testing center. Evaluating lab usage.
- Discussed next meeting, planned 2nd Thursday at 9 a.m. The next meeting will be April 10. Summer will contact Bryon to see if that will work.

Deliverables:

- Committee review meeting attachments, send feedback to Jeff.
- Jeff plans to discuss SharePoint with Dean Bingham.
- May have Caroline work on staff trainings for Office 2013 and possible equipment training.
- Jeff will discuss library color printer with Russ.