Staff Meeting
February 3, 2011

Present: Susan Cherry, Jim Cook, Denise Grinnell, Jennifer Thede, Scott Thede, John Urbanick
Absent: Jim Maat (sick)

Campus Closing Follow Up – All
- Emergency Messaging
  - John said thanks to Vicky Deur, Chuck Rathbun, Allen Sutherby for their work on emergency communications. John received a note from the President who was appreciative of getting the closing message out quickly.
- Employee Documentation
  - John needs a list of employees who worked during the closure and the time they worked. They will be credited with personal leave = ½ time worked during closure.
  - Scott asked who is considered "essential". John said that each manager is responsible for deciding who that is. John said that there is an expectation for TAC to be open. Scott thought 1 FLS and 1 SLS who can respond to any issues including Public Safety would be sufficient.

One Time Student Employment Allocations – All
- John went over the funds that have been allocated for student support.

Project Updates – JC
- Jim Cook reviewed the projects he is working on. Open projects: Jim & Denise would like to take the Red Hat project out of Innotas and handle it as an internal upgrade rather than a project. This is because the process is hindering more than helping because there is more overhead with entering dates in Innotas. John said he'd prefer not to delete it just yet. The Active Directory migration project is going well now with the replacement consultant from Dell. Submitted projects: CCTT has some road blocks. Concur meeting is scheduled for 2/4. T2 – Lori Rendel to put some additional costs together. Smart Classroom Upgrades and labs need: to combine lists from Phys. Plant and IT to get updated master list and review and have a meeting. Gathering info: Omni update – Denise and Susan and Jim to meet. Mobile computing – Denise will write this up. Sports Medicine will just have a SQL databse for their project. Denise asked Jim to find out about the projects that will come about b/c of one-time funds.

A&F Internship Available for IT Projects – All
- Denise suggested FerrisConnect 2.0 migration is the best idea and website migration is also good. The other managers can submit; there will be multiple available.

Next Lunch & Learn - SC
- IT Service Management. – Susan shared her PPT presentation that she will have on IT Service Management next week. The group provided feedback. ITIL training will happen during spring break.

Round Table
- Denise said Linux updates is the focus for tonight's maintenance work. There is not a ton of updates b/c staff is busy with the Active Directory migration.
- Scott reported that the rapid response vehicles are being utilized now. Scott extended an invitation that other IT staff can be shuttled to buildings on campus, too, for business purposes.
- Susan mentioned the Lotus Notes survey had 472 people complete the survey; Susan and Scott to analyze the data. The Symposium phone system has had issues. The issue appears to be with Call Pilot and Symposium. John said he has requested for Telecomm to do change management for issues like this that they work on. Susan has a content management meeting with other IT folks to incorporate the service catalog. The new business policy website is close to launching.