

IT Task Force Meeting Minutes

Held Wednesday, April 15, 2015

Attendance: Mike Rountree, Dr. Donald Avery, Amanda McKenzie, Kathy Carpenter, Dr. Lee Cheek

Opening-

Meeting called to order

1. Congratulations to Kathy! She will be graduating so this will be her last meeting. Dr. Boehmer wants a student representative so Mike will talk to Vickie Sherrod concerning her replacement
2. Mike mentioned last meetings minutes (03-04-15) can be viewed on the Google Drive and were also E-mailed to the Task Force yesterday. Mike reminded everyone to always be in suggestion mode when reviewing Google Drive. He addressed how to check off the suggestions, view and edit. Also, works best with Google Chrome
 - Mike stated 2 new documents are on Google Drive to view: 11.3 Wireless Network Access Policy and 11.12 Telephone, Equipment and Software Utilization
3. Please note a change in date / time for IT Task Force meeting with Dr. Boehmer from Wednesday, April 29th 10:00am to Monday, May 4th 9:00am in Dr. Boehmer's office. Mike would like as many of the IT Task Force members to attend if possible.
 - I. Continuation of section (11.4):
(11.4) E-mail and Communication-should there be any additions? Enforcement needs to be amended.
 - II. Introductions and discussion of new sections (11.3) Wireless Network Access Policy and (11.12) Telephone, Equipment and Software Utilization
 - Lee mentioned the above documents that were presented (11.3) and (11.12) were very outdated
 - Donald directed us to the student handbook found on-line concerning offenses. It is not across the board. Faculty/Staff refer to the Faculty/Staff Handbook and students refer to the student handbook.
 - Develop violations for IT issues for students sanctions
 - Mike will look at most common hardware and software violations but that covers every façade; broad
 - Amanda will reach out and check her resources to inquire how other colleges/universities handle patrons that are not students. The library is public so there is a gray area.

Reminder: Meeting with Dr. Boehmer on Monday, May 4th, 2015

Adjourned

Prepared by: Tarina DeLoach