

**Administrative Technology Advisory Committee**  
**2/4/2003**

In attendance:

Lynda Lee Purvis, Stephanie Young, Daniel Miessler, Judith Malachowski, George Smith, Janice Cliett, Ginger Perry, Anthony Ianno, Carl Mueller, Boris Peltsverger, Becky Ann Morris, Colette Long, Svetlana Peltsverger, Lori Urbani, Beverly Carroll, Margo Weaver.

Agenda was distributed. Colette Long volunteered to take minutes this meeting.

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**Approval of January 14, 2003 Minutes**

Dr. Malachowski motioned they be approved. Stephanie Young seconded. Discussion: Dr. Mueller questioned the email distributed to departments about designating a computer support representative. Felt that email should have said, "if they wish". Minutes approved unanimously with correction.

**Old Business**

Technical Support Procedures

Dr. Ianno distributed list of departments that had responded to email which listed their designations. Most departments chose to identify representative. He is waiting until the 14<sup>th</sup> for the remainder to respond. He stated that he will speak to department heads to clarify the responsibilities and time required. He also has questions about certain persons who were listed. Date will be set for training around the end of February. He will work with departmental schedules. Training should last 30-45 minutes. Mrs. Purvis noted that some departments were not on the list – Academic Affairs and the President's Office. She suggested that one person cover the Administrative floors.

**New Business**

Windows 2000 Domain

Svetlana Peltsverger handed out timeline for the Windows 2000 Domain Project. She stated the advantages of this transition from the faculty/staff perspective will be: easier access to resources; elimination of multiple passwords; one logon; technician will not have to service from desktop system; updates, etc. will be dispensed from server. From the students' perspective, labs will be maintained easier, policies set to protect lab systems, easier to implement updated policies (ex. monitor student printing/paper use); saving money. The University has the necessary software. Dr. Mueller asked if personal systems could still be accessed if the network went down. Mrs. Peltsverger responded, yes. A Task Force meeting was scheduled for Friday, February 7<sup>th</sup>. They will be setting up a test environment and will start migrating individual departments. Training sessions will be setup to show/explain the changes. The only change end users will see is a little change in the logon screen.

Campus Servers/Administrators

Dr. Ianno distributed handout which listed servers at GSW. Stated he is trying to find out who is responsible for servers on campus, what is running on them, how they are backed up. Purpose is to be sure that all servers are maintained and secure. He is looking at consolidating web services on a few servers. Asked that we notify him if there are any not on the list. Mrs. Purvis asked if

our current servers are adequate. Dr. Ianno stated that loads/services are moved when necessary. The School of Business server is outdated as well as Geology's server. It was agreed that this was a good and adequate approach. Dr. Ianno requested that server administrators outside OIIT contact him with the information. OIIT can assist departments with their servers if needed/requested. He will add contact person to handout.

### Student Technology Fees

Dr. Ianno was asked how the technology fee money was spent. He responded that it was being used to pay lab assistants and there was a committee that was identifying how to spend it. Dr. Mueller advised that he was on that committee and the conditions for spending was based on 50% input from students. Currently there is a list of 24 items. They included more networked computers for students in the Marshal Student Center, digital cameras, Dreamweaver software, campus radio station, faster internet connections in dorms, faster setup of wireless dorm network connections, and 24 hour lab access. Dr. Ianno asked how purchasing decision was made. Dr. Mueller responded the information was given to ITAC and they made the final decision. Mrs. Purvis said there may be some retention monies from the Foundation for Academic Skills that could be used to purchase digital cameras and other equipment. She requested a list of the items. The technology money could then be used in other areas. She asked Dr. Ianno if any of the lab computers needed to be replaced. He stated that there is a need for additional computers in the Academic Skills lab. Chris Chappell is preparing a listing of labs and associated equipment. George Smith requested that they keep in mind new equipment needed physical support and there are no monies available at this time. Beverly Carroll commented that it would be good to have labs open for longer hours. Daniel Miessler suggested students need an internet café on campus since there are none in Americus. Mrs. Purvis responded that the internet café is being discussed.

### Other Issues

Dr. Malachowski asked if an updated list of committee members was available. Mrs. Purvis responded that two new members had been added, John Kooti and Ginger Perry. Said she would have a list ready for the next meeting.

Dr. Ianno stated that IT policy would be discussed during the next meeting. He will be emailing the current policy to committee members along with suggested changes. He is checking with each department about systems that need to be replaced. Advised systems under 350MHz and 128MB RAM should be surplus since they will not run Windows 2000Pro. He also advised that 17" monitors were not being purchased for new systems since OIIT had plenty from surplus. Dr. Mueller said there needed to be a organized/formal list/method of system replacement.

### **Next Meeting**

Scheduled for March 4, 2003, 3:00-4:00 pm

It was suggested the meeting be moved to another location due to the number of members. George Smith offered the Conference Room at Physical Plant. Margo Weaver offered a room in History and Political Science. The Foundation Board was also suggested+ as an alternative.