

## **Laney IT Group Meeting Notes**

**October 13, 2011**

**Location:** Technology Center

**Present:** Eileen White, Inger Stark, Antoine Mehoulley, Chi Au, Jimmy Tran, Wai Shum, Terrence Fisher, Tuan Doan, Vu Phan, John Kress, Gerald Casey, Roxana Post

### **Welcome and Introductions:**

Eileen White, VP of Instruction and Student Services, has directed the creation of a synergistic Laney College IT group whose members listed above, to address IT challenges that Laney has been facing. This IT group will work on creating Laney IT Standard Operating Procedure (SOPs). The SOPs will address:

1. Campus Wide Inventory
2. Laney Standard IT Orders procedure
3. Laney IT Operation (Access, Security, Software, Support)

### **Issues Discussed on 10/13/11:**

1. Effective Communication from members of the Laney IT Group.
2. Inventory List of Hardware & Software on Campus
3. Campus wide Documentation
4. Consistency in equipment order
5. Efficient IT funding
6. Efficient IT training for staff
7. Measure A prioritizing
8. Locate College Technology plans and address them
9. Security/Anti-virus issues
10. Smart-classroom training and support

### **Goals Set on 10/13/11:**

1. Creation of a list serve and a 'W' drive shared resource that all members of Laney IT Group could access (Chi Au)
2. Generate a college wide software & hardware inventory.
  - Numbers of computers; age; serial numbers [serial/PCCD]; model #, warranty status, special software, number of licenses (Not District Site-licenses)
  - All instructional labs MUST provide inventory list by October 20<sup>th</sup>, 2011 (Antoine Mehoulley - Coordination of inventory list)

## **Laney IT Group Meeting Notes**

**November 14th, 2011**

**Location:** Technology Center Conference Room

**Present:** Eileen White, Inger Stark, Antoine Mehouelley, Chi Au, Wai Shum, Terrence Fisher, Tuan Doan, Vu Phan, John Kress, Gerald Casey, Roxana Post

### **Topics to address:**

1. Laney College Inventory Review
2. Measure A review
3. Smart Classroom
4. Other Technology-related matters

### **Issues Discussed on 11/14/11:**

- Measure A money allocation
- Emergency Equipment requests
- Prioritize technology equipment updates
- Search for new/idled equipment
- Instructional essential needs
- Smart classroom training review

### **Goals Set on 11/14/11:**

- Measure A Technology allocation fund ( Eileen White)
- Complete Inventory List and email to ITG (Antoine Mehouelley)
- Set up Smart-classroom training review dates for IT(Inger Stark)

## **Laney IT Group Meeting Notes**

**November 28th, 2011**

**Location:** Technology Center Conference Room

**Present:** Eileen White, Inger Stark, Antoine Mehouelley, Chi Au, Jimmy Tran, Terrence Fisher, Tuan Doan, Vu Phan, John Kress, Gerald Casey, Roxana Post

### **Topics to address:**

5. Update on Inventory Project
6. IT Support of Smart Classrooms
7. Other

### **Issues Discussed on 11/28/11:**

- Updated Inventory list
- IT workgroup Website
- Sharepoint/Dropbox
- Measure A purchases
- Problem logs
- Drafting SOP for support

### **Goals Set on 11/28/11:**

## **Laney IT Group Meeting Notes**

**December 12th, 2011**

**Location:** Technology Center Conference Room

**Present:** Eileen White, Inger Stark, Antoine Mehouelley, Chi Au, Jimmy Tran, Terrence Fisher, Tuan Doan, Vu Phan, John Kress, Gerald Casey, Roxana Post

### **Topics to address:**

8. Update on Inventory Project
9. Smart Classrooms
10. Campus Wide Technology Maintenance
11. Other

### **Issues Discussed on 12/12/11:**

- Updated Inventory list
- IT workgroup Website
- Dropbox
- Measure A money
- Drafting SOP for support

### **Goals Set on 12/12/11:**