

## Technology Support Committee Meeting Minutes for July 16, 2008

Assignments bolded in **RED**  
 Attachments bolded in **BLUE**  
 Decisions bolded in **Orange**

	<b>Action Item</b>	<b>Comments</b>	<b>Owner</b>	<b>Assigned</b>
1	<b>File &amp; Print in New Tree</b>	<p>Brett said this effects the whole campus. The following items are the changes that will be made.</p> <ol style="list-style-type: none"> <li>1. All Images will change.</li> <li>2. Labs will have to switch change over before fall semester. Kevin Young will start in 2 weeks.</li> <li>3. No student testing yet.</li> <li>4. Fall accounts are set up in old tree.</li> <li>5. Faculty and Staff still work in the old tree.</li> </ol> <p>We can test on the new tree – there is no rush to move, the date has not been set to make the move yet.</p> <ol style="list-style-type: none"> <li>6. Student’s will be the easiest, excluding the labs.</li> <li>7. Until you move over, you will still need to use a password.</li> <li>8. Infrastructure is in place.</li> <li>9. Departments can move on a voluntary basis.</li> <li>10. Rights to main roles will be automated.</li> </ol>	Brett	
2	<b>UVU Email Distribution Lists</b>	<p>Distribution lists are working, i.e. President, Golf Club, etc. They can be automated from Banner. Faculty will have to re-request their distribution lists the new email. Do not put list in name.</p>	Brett	
3	<b>Area Techs – Geographic Issues</b>	<p>Kevin stated that area techs are set up by organization not necessarily geographic areas. He would like to see each tech use some common courtesy and help others in your geographic area, please don’t just stick to you “org” area.</p> <p><b>It was decided that techs would be more helpful outside their org’s and if needed help with tier 1 issues, all others refer them to their area tech.</b></p>	Kevin Y.	
4	<b>Software Committee</b>	<p>UIU (universal imaging software) is now available at the help desk from Gerald; it can be purchased for \$9.00 per deployed image.</p> <p>Adobe Creative Suite, she now has the upgrade disc, you will need to upgrade for each suite.</p>	JoAnn	
5	<b>Printer Security Recommendations’</b>	<ol style="list-style-type: none"> <li>1. Set Passwords</li> <li>2. Disable FTP printing</li> <li>3. Lockdown access to subnet if possible, if not</li> </ol>	LeRoy	

		access control list at 161.18.0.0 4. Set SNMP to read only access if possible, if not set the community name to the new printer admin password 5. Disable http (web interface) if not using.		
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Next Meeting: August 13, 2008 in BA014