



Information Technology Committee Minutes  
November 21<sup>st</sup>, 2017 10:00 AM  
TEAL Lab / B&O Building

Members attending were Shelley Deluca, Jeff Sayre, & Patricia Stroud

Guests attending Chip Calissie, John Reasbeck of Omni Strategies

- I. Approval of October minutes
- II. IT Department Update
  - a. Workshops being scheduled for the break and early next semester.
  - b. Proposed topics are
    - i. Outlook calendar sharing
    - ii. Outlook setup on mobile / remote devices
    - iii. Secure printing tips and tricks
    - iv. Internet and e-mail safety
    - v. Lockdown browser tutorial (in conjunction with Shelley and Kim
    - vi. IP Video / Skype for business
  - c. Suggestion to make videos of them available for other people
- III. Inter - / Intra-Campus Connectivity RFP
  - a. Sent to Asst. Dir. Purchasing Division on 10/26 and asked to review
  - b. Replied that it would be looked at and feedback provided
  - c. Intent is to give until 11/26 and then publish without assistance
    - i. Committee agrees to publish it on Monday
  - d. Concern of will IP address changes, especially with the Library databases
    - i. Pretty sure we have our own set of Class C IP addresses but will check
- IV. Network Diagram
  - a. Jessica of Omni is making progress
  - b. Wants to set up time with Chris to see a draft to ensure they are on track
  - c. Good progress and Omni is available
  - d. Change control process needs to be solidified



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- V. Network Diagnostic Testing
  - a. September running, looking to have Chris review
  - b. Open to the whole committee but not necessary to be part of the review
  
- VI. Constituent Concerns / Follow Up
  - a. IP Video fail on approximately 10/17
    - i. Television failure, not connectivity
    - ii. Television replaced by TV in other room and back up and working
  - b. Skype to Weirton presented a problem during a 11/20 West Liberty meeting
    - i. Classified staff had similar issue around 10/23
  - c. Printing issues in the Library
    - i. Student printing to unknown locations, library printer doesn't seem to be on the list
  
- VII. Open Discussion
  - a. Taking FBI Curriculum into the high school meeting was attended by several members of WVNCC and OMNI
  - b. Exciting opportunity to expand program
  - c. Not sure of the next step
  
- VIII. Next meeting December 19<sup>th</sup> at 10:00 AM