

December 11, 2013

3:00 pm

Members present: J. Alexander, C. Khanlarian, D. Hill, S. Meadows, K. Bennington, S. Salifu, E. Jewell, J. Smith, C. Lamb, S. Lusk, A. Pitzer, R. Hallows, C. Elliot and T. Philpott.

Meeting was called to order by C. Elliot at 3:00 pm.

Minutes of November 13, 2013 meeting were motioned by T. Philpott and seconded by E. Jewell (Housing). Meeting minutes were accepted and approved.

Discussed the Qualtrics software. Steve Meadows and Shani Salifu have attended several conferences featuring the product and recommend its purchase. Qualtrics campus license is recommended for purchase by Dean's Staff Committee. Discussion then ensued about departmental needs that are currently being met with survey monkey. Could be problematic for HSRB due to the individual ability existing to compile individual surveys. An additional policy could be developed to add a layer of security through the HSRB. Faculty and staff will have full access. A suggestion is being made by Dr. J. Smith that she, Shani, and Jessica get together and draft a policy on utilization of Qualtrics. Specific divisions with Survey Monkey accounts will not renew upon their expiration. K. Bennington motioned and Jessica seconded that IT be given permission to move forward with the purchase of Qualtrics.

Office 365 Pro Plus for Students.

Under Concord's Microsoft agreement, Microsoft is making it free to all students. Details must be worked out for implementation in early 2014.

Announcements: S. Meadows

Over the Thanksgiving Break, IT went around to campus offices to see which computers could be upgraded to Windows 7 and a category that needs replacement. 112 XP machines are on campus: of those 32 must be replaced. The machines can still be utilized, they are just not equipped to run XP.

Crypto-locker situation: one problematic area was in a common area. One was a laptop computer that had significant loss as a result of the virus.

Mobile device security: Monday, December 9, 2013 the requirement of a four digit password was implemented and has not been problematic at all.

Additional agenda item: Managed print services. Current contract expires June 30, 2014. Gary Hylton will be compiling an advertisement for managed print services at the next meeting on January 22, 2014.

Meeting was adjourned 3:45 pm.