

Concord University Technology Committee Minutes
November 13, 2013

Present: S. Lusk, S. Hatfield, C. Lamb, D. Hill, S. Hatfield, C. Elliott, S. Meadows, J. Smith, E. Jewill, A. Pitzer, R. Hallows, M. Angle.

The meeting began at 3:00 PM in Rahall 200.

Discussion/Action Items:

C. Elliott updated the committee on Barracuda Appliance Software and Crypto-locker and other malicious software. All incoming emails with zip files have been temporarily blocked.

S. Meadows updated committee members on how to back-up files effectively. Dropbox files can be corrupted by malicious software as well. External backup drives should be disconnected after backup.

Mobile Device Security: C. Elliott briefed the committee on encrypting confidential data when sharing information through email. The cabinet is in favor of putting a policy in place for requiring a four digit pass-code from mobile devices connecting to Exchange accounts. C. Elliott proposed a vote to the committee to approve the policy. The help desk will be available to assist faculty and staff with the pass-codes. M. Angle moved to accept the policy, R. Hallows seconded the motion.

The vote unanimous; discussion about effective policy date determined to be December 1, 2013. C. Elliott will send a message to faculty and staff.

Windows XP End of Life: S. Meadows displayed a tracking list of systems with Windows XP and Office 2003 (96 machines) that need to be updated to Windows 7 or be removed from service and/or replaced. Technicians will also physically assist in tracking machines. S. Meadows also discussed specific offices and labs that will be replaced. C. Elliott working w/ new Dell representative that is offering a 30% discount on bulk orders. C. Elliott offered present members and guests to sign up on an interest list if needing computer equipment.

Social Media Policy: C. Elliott informed the committee that Marshall Campbell, after attending a recent HR Conference in Charleston, recommends social media policy be addressed via related policies and not via a stand-alone policy. Amy Pitzer recommended that all Concord social media sites be renamed to include "The Official Concord..."

S. Hatfield announced changes for student and alumni Skydrive accounts. The accounts will have the capacity of 25G of storage space and 50G allotted for emails. There is no expected interruption of service during this upgrade.

C. Elliott: Vault records in the Registrar's office are now being entered into Banner; records are being scanned and assigned an identification number. The Advancement office, as well as the Registrar's office has entered 170 new alumni records into Banner. Susie Lusk commented on the benefit of having a digital representation/backup to valuable, delicate and original documents. These offices will be recruiting help to get records into database by January 2018. Amy Pitzer commented on the importance of this effort and the impact it will have on contacting alumni.

J. Smith: Commented on online form for students to declare a major, upon completion the student will receive an email confirmation. Students that fail to do so upon reaching 60 earned hours will not be allowed to register for class. This will hopefully result in an increase in retention and graduation.

S. Lusk: added that Degree Works will provide students transcript audits and academic progression to assist in completion of degree requirements.

J. Smith: Associate Dean's office is working on a new advising link to include academic catalog and course schedule links. Dr. Smith also suggested that faculty and staff contact her about possible outdated website information.

New Items: C. Elliott is looking to buy new projectors to replace those used around campus; if we purchase five, we will receive the sixth one free and costs can be shared.

Meeting Adjourned: 3:55 PM