

**Technology Core Team
Lancaster 223
October 5, 2009**

Members present:

Andy Brovey	Jay Lynn	Glenn Parker
Ken Perkins	Paula Prouty	Larry Robertson
Karen Schinabeck	Chris Shumaker	

Jay Lynn requested input regarding meeting notifications in the future. The general consensus was that calendar invitations were preferred over e-mail reminders. He agreed to send out a calendar invitation for the repeating appointment, which should eliminate the need for reminders.

Lynn reminded the group that a transition to new format for student IDs will take place over fall break, October 12 & 13. The new format will match current staff IDs, consisting of lastname+initials and is necessary to maximize the utility and efficiency of the Active Directory system.

Lynn brought up the recent removal of fax machines across campus in an effort to reduce spending. The decision to remove the machines as well as identifying which machines would be removed was made by cabinet. Questions from effected areas have been referred to those area vice presidents. Glenn Parker asked about the possibility of replacing existing fax machines with some of the decommissioned models. It should be possible, and he was referred to Wayne McWee for approval.

Lynn mentioned that Dick Bratcher had requested to restart the project to bring Maximo back to internal servers. The product coordinates facilities work orders and maintenance schedules. A discussion followed regarding vendors in general, and expectations of support and access by third parties. It is important to give consideration to vendor requests prior to signing service contracts.

Ken Perkins raised questions regarding communicating effectively with parents of students for emergencies as well as important information such as payment deadlines and H1N1 updates. Several suggestions were made for possible options, including a parents' login to the mylongwood portal, opt-in e-mail lists collected during orientation, social networking such as Twitter and Facebook, or a web page dedicated specifically to parent questions. Glenn Parker pointed out the difficulty of using parent information already on file due to FERPA restrictions. Students must give written consent for any specific personal information given to anyone outside the university. Parent contact information will need to be collected separately from student admissions and registration records, or permission will need to be granted in advance of filling out the student forms.

Some additional discussion ensued regarding the use of the notification system (text and e-mail messaging) for important information updates to students. Chris Shumaker pointed out that, while the system may be currently underutilized, it was a policy decision made by Cabinet to limit the use of the system to campus emergencies only.

Respectfully submitted by Jay Lynn