

ATAC Meeting Minutes
Wednesday, December 3, 2003 3:00 p.m.
Morgan Hall Conference Room

Those present were: Willa Fitzpatrick, Anthony Ianno, Carl Mueller, Debbie Standridge, Ginger Perry, Lynda Lee Purvis, John Kooti, Laurie Lucas, Colette Long, Frieda Jones and Janice Cliett.

1. Welcome – Chair Lynda Lee Purvis welcomed all attendees, especially Debbie Standridge, the new committee member. She thanked Dr. Ianno for providing the refreshments and requested a volunteer for recording secretary for the meeting. Janice Cliett volunteered.
2. Approval of minutes of the September 8, 2003, meeting - After noting that the committee had not met since September, the Chair asked that the minutes from the September 8, 2003 meeting be read carefully and any additions or corrections be stated. Laurie Lucas stated that the Library policy quotation should read “14 years of age” instead of 16 to require the student using the public computers to be accompanied by a parent. Dr. Mueller asked how the age was checked and Laurie responded “by checking the driver’s license”. Dr. Kooti moved that the minutes be approved as corrected. Ginger Perry seconded and the motion passed.
3. Old Business
 - a. Student email update – Dr. Ianno provided an update on the status of the new student email server. The new server is setup and is awaiting the updated email packages from OIIT in Athens. It should be in production by early January barring any unforeseen complications although there is not a full time person in that position yet. Lynda Lee noted that Robyn has set up the capability in RAIN for faculty to obtain student email addresses in a form that can be imported into Eudora.
 - b. Network update – Dr. Ianno asked Janice to give update on the network equipment installations. She reported that the Administration Building, and Morgan Hall were in production using the new equipment. Sanford Hall’s is configured but will not be installed until after graduation (Dec 13) due to the needs of the Registrar’s Office. The Business History Building’s equipment is configured and placed in the racks with the cut over tentatively planned for later in the week. The dorms will be placed on some of the displaced equipment that is being re-configured. The equipment will be installed but the dorms will not be cut-over to it until after the students leave.
 - c. Network security update – Dr. Ianno asked Janice to give a report on the recent IP address problem. She reported that a student in Jacob Hall had a wireless access point on the network that was configured for home use but attached to our network. The device was giving out bogus addresses which the router could not process. The device was traced to the room

and removed from the network. OIIT provided the student with the proper card to use for the remaining days of the semester with the understanding that she would bring the correct one the next semester. A discussion of the new student computer registration procedures Dr. Ianno has planned for the beginning of next semester ensued. He stated that each computer placed on the network would first be checked by OIIT staff either by the student bringing the computer to the office in Morgan Hall or by OIIT staff visiting the student's room. MacAfee antivirus would be installed. He stated that the University's site license would cover this installation. A need to educate the users was expressed.

- d. A digression from the agenda occurred at this point with Lynda Lee commenting that the procedures for the students to obtain and use the new email accounts should be placed in the campus newspaper. Dr. Ianno agreed to do this. Dr. Mueller asked if the students would really check the email accounts. Lynda Lee expressed the intent to send all registration and advisement information through this method as well as paralleling the usual communication channels for a year. The ultimate goal is to remove the postage/paper costs. Frieda stated that it was her understanding that the student had to agree to be contacted in this manner before it could be used for official communications (a FIRPA rule). Lynda Lee asked for a copy of the rule and Frieda agreed to look for it. Lynda Lee also noted that registration (BANNER web) would be open on Friday (12/5) for currently enrolled students as requested by Dr. Wysochansky. New students must wait until after orientation and advisement.

4. New Business

- a. Open positions in OIIT – Dr. Ianno stated that both of the open positions in OIIT would be filled by January. They are currently being filled by students, both of whom have applied for their respective positions. The positions were advertised as open for application until filled so applications may continue to be accepted and considered.
- b. Student tech fee update – 15 computers were purchased for \$7,500 to upgrade the dorm labs, including the one in Morgan Annex. 7 new computers were purchased for \$5000 to upgrade the Nursing Lab. \$3,000 was spent for new software for the Fine Arts computer lab. 36 new computers and a LCD were purchased for \$34,000 to install a new computer lab for the School of Business in Business History 310. It was noted that new computer desks for the lab were not funded and a discussion ensued concerning the rationale supporting this decision. Time did not permit closure to be achieved so it was suggested to discuss this issue in a different forum. Dr. Ianno and Dr. Mueller commented that there was some of the Technology Fee funds remaining for next semester. Some fund were approved for Biology classrooms to obtain projectors.
- c. Purchase plan for computer replacements – the plan is based on the inventory OIIT has gathered and continuously updates. The basic

configuration is 350 Mhz, 128 MB of RAM, Windows 2000 O. S. The computers will be upgraded to meet the standard if possible, or replaced.

- d. LaNina redo and backup server to LaNina://ibu – The 8 users on the “new” LaNina have reported no problems, including the Business Office and the Registrar. Lynda Lee requested that all offices be moved to this server as soon as may be. Dr. Ianno said that he would do so but did not want to overload the server. The original LaNina will be re-loaded over the holiday. Some load balancing may need to occur between the 2 machines.
5. Other Business - Dr. Ianno announced that the ATAC minutes were now available on the OIIT web site. Janice asked that the committee consider the best method for educating the campus community on the concerns relative to information security as this is a primary need for the institution. The topic will be on the next meeting’s agenda.
6. Next meeting date – January 21, 2004, 3 pm in the Morgan Hall Conference Room.
7. Adjourn – the meeting was adjourned.