BUSINESS DIVISION
CIS/OFFICE TECH/LAB MEETING
Tuesday, December 2, 2008
3:00 p.m., Division Office

PRESENT: Tom Paine, Walid Ghanim, Steve Cook, Javier Gutierrez, Angie Ruiz, Judy Santistevan, and Val Rodgers

CALL TO ORDER
Val Rodgers called the meeting to order at 3:00 p.m.

Hardware:

Javier and Steve indicated they have developed a list of hardware we will need through the end of this school year, which includes flat screens, mice, and hard drives. They will give Maria Sell the list by the end of the day.

Judy and Angie indicated that we need to replace calculators and transcription machines. They also called attention to the fact that one of the CPUs in 803 has had an out-of-order sign for weeks; in addition, there is a CPU on the floor in 803. Steve and Javier said they would look into fixing both this week.

Because of the down-time problems of machines in both 801 and 803, it was suggested that there be back up units for both rooms. Steve and Javier thought this was an excellent idea. Steve will configure the machines and have them available before Winter Session begins. The group also discussed purchasing a laptop for the Business Division that could be used as backup.

Judy indicated that one of the printers was not printing in Room 803. She also asked that the flat screen on the instructor unit be replaced with a shorter one from a workstation in the lab. Javier said he would take care of both these problems before the end of the week.

Walid asked what infrastructure would be needed for accommodating Channel 1 through ICOE so that videos could be used as an instructional tool. There were no answers from the group. Walid will check with ICOE.

Val told the group that it is important to submit information for expenditures to Maria before December 17 so that purchase orders can be created before the break.

Software:

Walid needs Visual Studio Express 5.0 for his C++ class installed in 803. Tom needs VB 6 installed on the instructor unit in 801.

NetSupport needs to be installed on all units in 801. Tom said that it is only on 10 units at this time. Steve and Javier said they would have it installed before winter session. Tom asked that NetSupport also be installed in his office. Steve and Javier will check with IT to determine how to work within the new network stratification to install it.

There are many problems that Tom needs fixed in 801 and 1705. He will submit a list to Val, Steve, and Javier.

Judy and Angie reported that the defaults set for Word 2007 are causing problems in office tech classes. Steve and Javier will change the defaults to Times New Roman 12 font, one-inch margins, line spacing single.

Viruses:

Javier reported that the virus problems are being taken care of with the new anti-virus software we received from IT. There is still a problem because the keyboarding programs have to use floppy disks and/or USB drives. Steve and Javier would like to move away from using these types of storage devices to using the network server in Room 902. Judy and Angie will work with Steve and Javier to determine how to facilitate that move.

Other:

Judy and Angie asked that the cord from the demo unit in 803 be encased. Maria will complete a work order.

Walid was concerned that the lack of funding for noncredit courses would affect our customer service courses. Discussion ensued.

Walid indicated that a log-in process for students in the labs and in all our computer classrooms would be very helpful in curtailing student abuse of our network. Javier and Steve will investigate implementing this process.

ADJOURN

The meeting adjourned at 3:45 p.m.