

**MINUTES
Information Technology Advisory Committee
April 12, 2016**

Attendees: Lisa Blackwell, Aimee Borovich, Bruce Buskill, Timothy Channell, Charley Cosmato, Grady DeVilbiss, Jonathan Harris, Todd Joyce (guest), Danny Kemp, Ben Litvak, Wendy Lowe, Allison MacFarlan, Randa McDonald, Jackie McNabb, Ed Oakes, Santhosh Parameswaran, Chad Reed, Rebecca Scheckler (guest), Jeff Willner

Absentees: Adrian Aron, Brian Cox, Glenna Gustafson, Bob Phillips, Maneesh Thakker

The Information Technology Advisory Committee was called to order by Timothy Channell at 9:03 am on April 12, 2016 in the McConnell 170 Conference Room.

Timothy asked for a motion to approve minutes for the March 22, 2016 meeting. Ed motioned, Charley seconded, motion carried.

1. Ed presented the faculty software survey previously sent out by Adrian to members of the ITAC committee for review. Suggestions were made to add a drop down with an “other” option, adding a most important list, listing software packages as a check off list and to ask is there other licensed software that you feel would benefit others. Title of the survey to be changed and add the objective of the survey before sending out.

2. Ed discussed how RU Secure will gradually transition to Radford Wireless after commencement. In the first phase, Radford guest network will be a self-registration lasting for seven days. Students will begin using this at Quest.

In the second phase, Eduroam will be available to log on at other places. It will be exactly like your guest access. Euron is an international wireless provider available on campus allowing people from other universities participating in the Eduroam to easily access the Radford Wi-Fi network. This will also allow us to connect to Wi-Fi networks at other schools who participate.

3. Ed announced that the help desk will be moving on May 9 from its current location in Heth to Walker 153. The move will give the help desk a little more work space. Information will be forthcoming in the IT newsletter.

4. In other business, Ed talked about the Microsoft feature Clutter. The feature looks at email messages on a regular bases and keeps track of the email you read and the ones you don't. The function can be turned off and if you move things from clutter to your inbox it will fix itself. An email was sent out to students. It can be useful as far as promotional and marketing emails.

Aimee announced that the SGA is doing a cell phone drive on sexual assault every Wednesday through May in the Bonnie. Donations accepted include phone cases, chargers and phones in any condition. Ed suggested taking a box to the help desk.

With no further business to come before the committee, Timothy Channell, adjourned the meeting at 9:38 am.

Respectfully submitted,
Sharon R. Ratcliffe