

Tech Group June 26, 2001 Minutes

Present: Kay Bauman, Janet Brooks, Scott Carter, Jane Carvajal, Ernestine Clark, Anne Fischer, Teresa Goggins, Norm Maas, Karen Marriott, Debra Spindle, Judy Walden, Jimmy Welch.

1. Color Printer Guidelines

Ask Anne Hsieh for input on the guidelines then get Norm Maas' approval. Send copy to Judy Walden who will take to the Managers. Automation will begin installing the printers.

2. Internet Certification

The Internet Certification will still be kept on file. We will need to re-do the Internet certification packet to include color printers.

3. Filtering for guests

There will be no change in our procedures for guests using the Internet.

4. Internet/Intranet

Dress code is on the Intranet.

Web Page committee has been formed and it includes: Anne Fischer, Jimmy Welch, Judy Walden, Karen Marriott, Kay Bauman, Scott Carter, Teresa Goggins. This committee will help define our web page both in look and content. Our web page will be an information center.

5. Educating the staff and implementation of the switch to IE 5.5 with the Bess filtering software:

- Jane will create a survey of staff asking their familiarity with IE.
- Create a FAQ sheet for staff providing information on similarities between IE and Netscape.
- Create a FAQ with instructions on how & when to disable the filter.
- A timeline for implementation will be provided.

Judy will oversee this process.