

BRC IT meeting 1-5-11

Present: David Knapp, Shawn Lewis, Elizabeth Grindstaff, Jeremy Brake, Brian Braden, Donna Osborne, Bill Cullins, John Eades (and two other city IT folks), Dave Erickson, and Cindy Hartin.

Discussed: VOIP, Internet access, Audio Visual equipment, data jacks, Internet wireless, email access shared drives, content filtering, data drop charge (~\$42 per drop--City's estimate) and toured BRC facility. Each group (SBDC, CVCED, and city) discussed their needs.

Action Items: ASU IT will explore options regarding SBDC needs, group will tour Tech Fort Worth, Erickson to view WEDD center.

SBDC IT needs:

IT Support: needs continued ASU IT support on equipment (laptops, PC's, printers, scanners) and software, Outlook, etc.

VOIP Phones: set up to allow for transferring of calls internally. SBDC can keep existing phone and fax numbers. Calls to SBDC will come in directly.

Fax: VOIP? Needs same number as now.

Shared Drives: Continued access to ASU SBDC Q shared drive and P personal drive is necessary.

CashNet: need continued ability to use CashNet to accept payments/make receipts for seminars and sponsorships checks. Payments are cash, check, credit cards.

Internet access: SBDC needs speed equal or close to what it currently experiences on campus. SBDC professional staff uses Internet extensively in their work. There must be no content filter and no restrictions as we currently experience.

Outlook email: SBDC uses email extensively and uses Outlook shared calendar as the main client and counselor calendar system. OWA is cumbersome and slow to use and will restrict the ability of the SBDC to perform their work.

Connections: hard wired data jack for each office and conference room (detail attached). Continued Secured Internet wireless available for clients to access Internet on their laptops.

Applications: some web based software for financial analysis and graphics.

Printers: each employee will continue to use their own printer connected to their PC. No networked printers.

Audio Visual needs: upstairs conference room to have mounted projector and jack for connection to laptop.

Concerns: SBDC will have no funds to pay for ongoing IT support, confidentiality, open records, etc.