Minutes of the February 2002 IMO Meeting

Adam Vitolo, Document Services, discussed the services provided by Document Services. Located on all campuses, they and have a variety of different print mediums.

- flyers
- transparencies
- laminating
- half-tone printing
- 600 dpi printers
- full-size posters

John Dana, University Fulfillment Center, spoke about the services his department provides. They handle recruitment packages for students, publication requests, hand insertions for various package mailings, automation bulk mailings, insertion of envelopes, tabbing, folding, addressing. Go to: http://www.pace.edu/IPN/STAFF/COMPTROLLERS/BUDGET/Forms/forms.html and look for ABMS Order Form.

Ron Nahum, Finance and Administration, addressed the procedure for tracking assets. The form is found at: http://www.pace.edu/IPN/STAFF/COMPTROLLERS/BUDGET/Forms/forms.html and look form Property Movement Form. University capital assets database was created for tracking and recording information. To move equipment from one location to another, a form must be completed and sent (or faxed) to Security. Security then forwards the form to Finance and Administration.

For moving non-capital asset items, the form should also be completed. An IMO asked if monitors and CPUs were tagged separately or as one unit? The entire machine is considered one unit. Contact your campus Mail Services to get new items tagged.

When completing a Purchase Order, include item location information as an attachment to the PO. When moving or discarding items, also complete the form. Address questions to RNahum@pace.edu.

Laurie Witham, IT Integration Department, discussed the web interface for listservs (list.pace.edu). Included at this site are options for maintaining and managing listservs.

Laurie discussed how Student and Faculty/Staff accounts are created. Student accounts are created through the SARS databases and have the same accounts for blackboard, dial-ups, and e-mail. Faculty/Staff accounts are based on HR information. Currently, ITID is reviewing each system to clean up all the databases. The process for obtaining an account will take slightly longer due to the need to confirm with HR.

Frank Monaco mentioned that the HR database will become the foundation for the new White Pages system that will replace Contact Pace.

Frank Mannle announced:

- CD’s for IMOs included: Adobe Acrobat Reader, Netscape Communicator, Virtual Private Network (VPN), IMO Certification, and various documents which can also be obtained on the IMO Documentation page.
• VPN (software included on the CD) allows connection from home via user’s ISP to Pace’s Intranet and authorized drives on Pace Servers. You cannot browse or surf outside of Pace’s Intranet. The VPN will not work with a satellite Internet connection.

• IMO Brown Bag lunches will be held throughout the semester as an IMO supplement.

• Chris Elarde’s LTE workshop on PC Maintenance was also mentioned. Dates to follow.

Frankie Tramontano, CTO, discussed the future stocking of 10 Dell computers with a standard configuration. When ordering a standard configuration, the time it takes to order and receive will be reduced. The discount purchasing website will be getting a new look.

Jean Coppola, IT Integration Department, spoke about wireless access for laptops. Major public areas are wired for wireless access. More specific sites will follow. Some sites already wired are: Mortola Library, Birnbaum Library, PLV Campus Center, and Grad Center. Students can borrow cards in the Libraries or Student Life using their Pace ID. For feedback about the locations contact Jean Coppola at JCoppola@edu.

Vilas Satkalmi, IT Integration Department, discussed the updated McAfee package. The current version is 4.5.1. It self-extracts and installs (and excludes network drives). Updated information and instructions will be sent through the IMO listserv in a few weeks. McAfee for home use will also be available. Both will be provided via CD and web page.

The Comp Info website is being updated. If you have any suggestions let Vilas know. Also, if you are interested in obtaining a monitor, e-mail VSatkalmi@pace.edu.

Frank Monaco, CIO, reviewed the DoIT Hit List www.pace.edu/doit/.