**Standard Operating Procedures Working Group Meeting**

Thursday, 27 Oct, 2016

1:30 PM- 3:00 PM, PL-2107

**AGENDA**

1. Pervious Working Group Meeting Review (David Nimri)
   1. Updates
      1. Retention Policy – Drives delivered
      2. Wrapping up Communication
         1. Sticky will be ordered Monday from Guerilla marketing
      3. Security
         1. Scan report mitigation plans – 1week
         2. PII Data audit – 1week
2. Current Topics (group)
   1. Administrative Privileges
      1. Procedure once approved
3. Other Topics (group)
   * 1. Maintenance:
        1. Pre-planned weekly outage (no notification, ie Sunday midnight to 4am)
        2. Calendar – no notification unless its during business hours
        3. Email in advance – current method
        4. other
     2. UEFI/Bios Password on new machines
     3. Faculty web Pages
     4. Software standards on all instructional systems. ATI, Colleges, etc
     5. Patching cycle at colleges
     6. Backups
        1. Campus wide: Methods, software
        2. repository
     7. Getting to know each other
        1. College document (services, systems, SLA’s, etc) at TSC
        2. Walking a mile