**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