**UNIVERSITY OF COLORADO**
**CEAE DEPARTMENT**
**FACULTY MEETING AGENDA**

<table>
<thead>
<tr>
<th>Date</th>
<th>September 14, 2011</th>
<th>Time</th>
<th>12:00 PM – 1:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator</td>
<td>Keith Molenaar</td>
<td>Scribe</td>
<td>Keith Molenaar</td>
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<tr>
<td>Location</td>
<td>ECCE 1B41</td>
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<tr>
<td>Subject</td>
<td>2011 Fall Semester Meeting</td>
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**Key Points discussed**

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Highlights</th>
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<tbody>
<tr>
<td>1</td>
<td>Department IT Services University of Colorado</td>
<td>• Scott Matthews with OIT is the CEAE department’s dedicated desktop support staff member. He discussed how to request desktop support assistance. Scott can be contacted at <a href="mailto:scott.matthews@colorado.edu">scott.matthews@colorado.edu</a> or a request can be logged at: <a href="http://ceae.colorado.edu/faculty-staff/faculty-and-staff-resources/">http://ceae.colorado.edu/faculty-staff/faculty-and-staff-resources/</a></td>
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<td>• All faculty should be migrated to the Microsoft email Exchange server and have Exchange installed on their computer. Exchange can be installed on multiple computers and can also be run on any web browser. One GB of space is provided to each faculty and staff member, but additional space is available upon request.</td>
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<td>• As a reminder, there are multiple backup options for faculty and staff. These include virtually unlimited “on-site” backup space on the Bechtel server. The department will also provide up to 20 GB per faculty of space on the Bechtel server that is backed up “off-site” or on the University of Colorado’s secure backup system that is backed up “off-site.” These are available for both PC and Mac. Please talk with Scott about the best option for you.</td>
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<td>• If a request is logged at 5-HELP or <a href="mailto:help@colorado.edu">help@colorado.edu</a>, be sure to note that it is for the CEAE Department so that it goes to Scott.</td>
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<td>2</td>
<td>Mortenson Center in Engineering for Developing Communities Program Highlights</td>
<td>• Bernard Amadei provided us with an update on the activities of the Mortenson Center. All faculty are encouraged to talk with him about opportunities for additional collaboration. Please see attached slides.</td>
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<td>3</td>
<td>CU Wellness Program</td>
<td>• Risa Heywood, the Health Promotion Program Manager at CU Office of the President spoke with us about the new wellness program, “Be Colorado.” Please see the attached slides for details and contact information.</td>
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