**Information Technology Committee**
**November 1, 2007, Room BE 241, 2:00pm – 3:00pm**
**Co-chairs: Connie Moise, Kelley Hare**
**Members present: Mark McGovern, Tom Hutchison, Mike Wilmes, Connie Moise, Chris Garcia, Stanley Viltz, Mike Wilmes (for Woody Burns). Jill Zimmerman, Geary Cook, Kelley Hare, Duane Rumsey**

**Notes**
1. **Welcome / Announcements**
2. **Open Forum**
Discussion of Emergency Procedures/Disaster Planning for AVC's IT Resources be moved to current topic of discussion.
3. **Computer and Information Technology Master Plan Status Report**
Verify correct mission statement reference in Background section on page 1. **Action:** Connie
4. **E-mail Archiving/Retention Policy**
Task force: Jill, Mike Wilmes (chair), Scott Tuss
5. **Video Relay Service Status**
Need to follow up with Ken Sawicki for update. **Action:** Geary
6. **Computer Use and Electronic Mail Guidelines Review/Update**
For next agenda have discussion of creating a taskforce to review guidelines over the Intersession 2008.
7. **Date of Next Meeting and Adjournment**
    Thursday, December 6, 2007, Room BE 241, 2:00pm – 3:00pm

**Future Topics**
1. **Communication and Confidentiality Procedures/Policy**
2. **Security Procedures/Policy relating to computers and data**
3. **Telephone Policy Status Report – Ann Hinesley/Woody Burns**
4. **Public Wireless Access Service and ASO Involvement – ASO**
5. **Earthquake Protection for AVC Computer Equipment**
6. **Emergency Procedures / Disaster Planning for AVC's IT Resources**
7. **One Card Project and POS System PayPrint System Status**