

# Information Technology Committee

5/14/2009  
2:00 PM  
BE 241

Facilitator: Connie Moise and  
Kelley Hare, Co-chairs

Attendees: Kelley Hare, Duane Rumsey, Geary Cook, Connie Moise, Carlos O'Neil  
Guests Present: Ron Mummaw, Ken Sawicki

## Agenda

Welcome/Announcements	Connie Moise
E-mail Archiving / Retention - Team Report	Mike Wilmes
Acceptable Use Procedure	Carlos O'Neil
Computer Use and Electronic Mail Guidelines Update Proposal	Connie Moise
AVC Wireless Infrastructure Plan	Woody Burns
ITS Area Projects and Priorities	Connie Moise
Computer Security Procedures/Policy	Carlos O'Neil
Telephone Policy/Procedure	Ann Hinesley, Woody Burns
AVC Wireless Access	Carlos O'Neil
Open Forum	All
Future Topics	All

## Additional Information

# Information Technology Committee

5/14/2009  
2:00 PM  
BE 241

Facilitator:

Attendees:

## Agenda

### Welcome/Announcements

**Connie Moise**

Discussion: Need to be in a position to achieve a quorum to take action. This has remained a significant challenge.

Conclusions:

Action items:

Person responsible:

Deadline:

### E-mail Archiving / Retention - Team Report

**Mike Wilmes**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

<b>Acceptable Use Procedure</b>			<b>Carlos O'Neil</b>		
Discussion:					
Conclusions:					
Action items:			Person responsible:		Deadline:

<b>Computer Use and Electronic Mail Guidelines Update Proposal</b>			<b>Connie Moise</b>		
Discussion:					
Conclusions:					
Action items:			Person responsible:		Deadline:

<b>AVC Wireless Infrastructure Plan</b>			<b>Woody Burns</b>		
Discussion:					
Conclusions:					
Action items:			Person responsible:		Deadline:

**ITS Area Projects and Priorities****Connie Moise**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Computer Security Procedures/Policy****Carlos O'Neil**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Telephone Policy/Procedure****Ann Hinesley, Woody  
Burns**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**AVC Wireless Access****Carlos O'Neil**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Open Forum****All**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Future Topics****All**

1. **Emergency Procedures / Disaster Planning for AVC's IT Resources**
2. **Communication and Confidentiality Procedures/Policy**
3. **Public Wireless Access Service and ASO Involvement – ASO**
4. **Earthquake Protection for AVC Computer Equipment**
5. **One Card Project and POS System PayPrint System Status**
6. **ITS Communications to Campus**
7. **ITS Support Procedures**
8. **Technical Training**
9. **Budget Requests for Help Desk Staffing**
10. **Wireless Communication (Radio) Project**

---

Discussion:

---

---

---

Conclusions:

---

---

Action items:

Person responsible:

Deadline:

**Additional Information**