

Information Technology Committee

October 9, 2008, Room BE 243, 2:00pm – 3:00pm

[Committee meets monthly on the second Thursday.]

Co-chairs: Connie Moise, Kelley Hare

NOTES

Members Present: Kelley Hare, Connie Moise, Rodney Schilling, Geary Cook, Mark McGovern, Duane Rumsey, Tom Hutchison, Bryan Spidell (for Woody Burns), Carlos O’Neil

- 1. Welcome / Announcements**
- 2. E-mail Archiving/Retention Policy – Team Report – Mike Wilmes**
- 3. Video Relay Service Status – Team Report – Duane Rumsey**

Project implementation completed.

- 4. Official Policy for AVC Communication to Students – Report from Banner Student Team – Jill Zimmerman/Connie Moise**

Suggestion to require student to enter mailing address as part of registration process.

Suggestion to allow student to choose type of communication (email, postal...). Favor the opt-in method.

Concern regarding “requiring” students to read email for “official” notices.

Concern that students may choose to ignore “SARS” calls or text messages from AVC if postal and email are the perceived “official” communications methods.

- 5. Computer Use and Electronic Mail Guidelines Review/Update – Carlos O’Neil**

Document dated: Suggests updating and creating 2 different documents; Carlos will be uploading please review and be ready for discussion at next meeting. Any suggestions can be sent to Carlos prior to the meeting.

- 6. Video Surveillance Project for Assessment Center (and Campus-wide) – Woody Burns/Connie Moise/Bryan Spidell**

Getting requirements and quotes.

- 7. Open Forum**

Walk thru Future Topics at next meeting.

Future Topics

- 1. Emergency Procedures / Disaster Planning for AVC’s IT Resources**
- 2. Communication and Confidentiality Procedures/Policy**
- 3. Security Procedures/Policy relating to computers and data - Carlos O’Neil**
- 4. Telephone Policy Status Report – Ann Hinesley/Woody Burns**
- 5. AVC Wireless Infrastructure Plan – Woody Burns**
- 6. AVC Wireless Access Policy – Carlos O’Neil**
- 7. Public Wireless Access Service and ASO Involvement – ASO**
- 8. Earthquake Protection for AVC Computer Equipment**
- 9. One Card Project and POS System PayPrint System Status**
- 10. ITS Communications to Campus**
- 11. ITS Support Procedures**
- 12. Technical Training**
- 13. Budget Requests for Help Desk Staffing**
- 14. Wireless Communication (Radio) Project**