

## Information Technology Committee

November 13, 2008, Room BE 243, 2:00pm – 3:00pm

*[Committee meets monthly on the second Thursday.]*

Co-chairs: Connie Moise, Kelley Hare

### NOTES

**Attendees:** Connie Moise, Johnatan Olguin, Carlos O’Neil, Ken Sawicki, Tom Hutchison, Shirlene Thatch, Kim Whitaker (for Shirlene Thatch), Rodney Schilling, Duane Rumsey, Kelley Hare, Jill Zimmerman, Ann Steinberg

#### 1. Welcome / Announcements

#### 2. E-mail Archiving/Retention Policy – Team Report – Mike Wilmes

**ACTION:** Team should reconvene and review policy.

#### 3. Computer Use and Electronic Mail Guidelines Review/Update – Carlos O’Neil

Signature authorization on abbreviated document prior to obtaining access to online resources, with references to the larger document(s) – build this into the “Welcome Back” information for next fall and as part of registration (like the address update).

**ACTION:** Committee members will review and return comments to Connie by 11/21/08. Connie will send an e-mail reminder to review the documents.

Add information to address consequences for violation.

**ACTION:** Finalize documents at Dec. 11 meeting for distribution to constituent groups with request for comment back to IT Committee by March 12, 2009.

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

Limited scope project is going forward to serve the Assessment Center and DSS in T100. Concern about whether the system is audio capable. **ACTION:** Connie will review to find out if audio capability is available.

Campus-wide project will have broader scope and include integration with electronic lock system and police requirements.

#### 5. Review ITS Area Projects and Priorities – Connie Moise

**ACTION:** Connie will post list for future discussion.

#### 6. Review Future Topics

**ACTION:** Bring highlighted topics from “Future Topics” list onto agenda.

**ACTION:** Review meeting dates for conflicts with start of semester/spring break/etc.

#### 7. Open Forum

**ACTION:** Send committee dates for meetings.

### 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
4. Telephone Policy Status Report – Ann Hinesley/Woody Burns
5. AVC Wireless Infrastructure Plan
6. AVC Wireless Access Policy
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**