

## **Information Technology Committee**

**December 11, 2008, Room BE 243, 2:00pm – 3:00pm**

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

**Co-chairs: Connie Moise, Kelley Hare**

**Attendees: Kelley Hare, Connie Moise, Jayme Star (for Shirlene Thatch), Rodney Schilling, Mike Wilmes, Johnatan Olguin, Ann Steinberg, Ken Sawicki, Geary Cook, Carlos O'Neil, Bryan Spidell (for Woody Burns), Tom Hutchison**

### **NOTES**

#### **1. Welcome / Announcements**

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

**Mike presented draft listing issues (resolved and unresolved), recommendations and proposed policy language. ACTION (12/11/08): Connie will post draft document. Committee should review draft and submit comments to Mike Wilmes before Feb. 12, 2009 meeting.**

#### **3. Computer Use and Electronic Mail Guidelines AND Acceptable Use Policy Review/Update – Carlos O'Neil**

**Good discussion regarding severity of statement to be presented (and agreed to).**

**ACTION (12/11/08): Carlos will combine AUPs into one comprehensive policy document that will be appropriate for all IT resource users. Connie will review language regarding enforcement (and permission) and Committee will provide feedback to Carlos regarding the combined version.**

**ACTION (11/13/08): Finalize documents at Feb. 12 meeting for distribution to constituent groups with request for comment back to IT Committee by April 16, 2009.**

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

**Audio capability is available as an additional feature in the Assessment Center's surveillance system but was not licensed for the system by the Assessment Center. Disabled Student Services is reviewing pricing for this capability and will determine whether to license it at a later time. It can be added at any time. Training for the system is scheduled for next week. This topic will be removed from the agenda as closed.**

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

**ACTION (11/13/08): Connie will post list for future discussion.**

#### **6. Review Future Topics**

**Several topics were added to the agenda for the Committee to be working through.**

**\*\* Meeting concluded at this time so additional agenda items were not discussed.\*\***

#### **7. Security Procedures/Policy relating to computers and data – Carlos O'Neil**

#### **8. Telephone Policy Status Report – Ann Hinesley/Woody Burns**

#### **9. AVC Wireless Infrastructure Plan – Woody Burns**

#### **10. AVC Wireless Access Policy – Carlos O'Neil**

#### **11. Open Forum**

### **Future Topics**

- 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**