

## Information Technology Committee

**Date: November 10, 2011**

**Location: BE-321**

**Begin: 2:00pm**

**Adjourn: 3:14pm**

### In Attendance

- Calvin Madlock, Chair
- Nancy Bednar
- Kelley Hare
- Michele Lathrop
- Suzanne Malek
- Heidi Preschler
- Rodney Schilling
- Joseph West
- Mike Wilmes

#### Non-Members

- Javier Carcano
- Patricia Fuller

### Absent

- Woody Burns
- Sharon Lowry
- Tom O'Neil
- Ken Sawicki
- Van Rider
- Jill Zimmerman

### Agenda

### Notations

Welcome/Announcements

- Calvin Madlock called the meeting to order
- Introductions were conducted of all in attendance

Membership Business:  
Membership status of Javier Carcano,  
ITS Security Administrator

- Discussion called for by Heidi Preschler
- A vote was conducted and a unanimous decision was made to add the ITS Security Administrator position as a permanent committee member
- The motion and Javier's name will be submitted to CCC by Kelley Hare

Review/Approve/Discuss Action Items:  
March 10<sup>th</sup> Meeting Minutes

- Network Password Policy
- Computer & IT Master Plan Update
- Email Archiving/Retention

Network Password Policy:

- Passwords expire every 180 days (corresponding w/ semesters)
- Passwords are Alphanumeric (Must be 8-20 characters in length)
- Last 3 passwords are archived
- Discussion occurred regarding the implementation & usage of a password manager; the Policy & Procedure and Acceptable Use Policy
- Suggestions for informing campus community of this information were provided: In-service (Welcome Back); Targeted Email/Announcements (sent 1 week prior to start of semester)
- Establishment of campus wide accountability (Acknowledge & Sign Acceptable Use Policy)
- Liability & security of community accessible computers (Library & Open Labs)
- Javier & Mike will research solutions and come back with suggestions

	<p>Computer &amp; IT Master Plan:</p> <ul style="list-style-type: none"> <li>• Expired: Needs to be updated</li> <li>• Committee was tasked to read and familiarize themselves with the Master Plan</li> <li>• Calvin will provide suggestions for potential changes</li> <li>• Group (volunteers) will work together to create a draft</li> <li>• Kelley will place completed document in the Group Files</li> </ul> <p>Email Archiving/Retention:</p> <ul style="list-style-type: none"> <li>• Students need more space</li> <li>• Discussion regarding when to expire accounts for students &amp; former employees (currently no expiration)</li> <li>• Calvin &amp; Javier will research best practices for the expiration of accounts</li> <li>• Heidi suggested Faculty &amp; staff should have separate email clients from students</li> </ul>
<p>Accreditation (WASC) Recommendations</p>	<p>Deadline: June 2012</p> <ul style="list-style-type: none"> <li>• Various committee members stated some of the recommendations made have been met (Need to document the steps/outcome)</li> <li>• Notate minutes for progress</li> </ul> <p>Review &amp; discuss: Recommendation 2d</p> <ul style="list-style-type: none"> <li>• Committee agreed attendance has been scare the last year – quorum is rarely met as required constituency groups were not attending</li> <li>• Attendance record will be implemented for accountability</li> <li>• Compare our committee member list with CCC to ensure accuracy</li> <li>• Ensure all groups are represented</li> <li>• CCC Confer will be used in future meetings to allow other members and the campus community to participate in meetings (Javier will set this up)</li> <li>• Calvin tasked all members with reading the documentation pertaining to recommendation 2d (III.C.1 and III.C.1.d) for further discussion at the next meeting</li> </ul> <p>Review &amp; discuss: Recommendation 3</p> <ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>
<p>Asset Replacement Plan</p>	<p>Asset Report – Identify computers by age</p> <ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>
<p>Open Digital Campus Program</p>	<p>Educate entire campus</p> <ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>
<p>Updates</p>	
<p>Open Forum</p>	<p>Mike asked to return to Bi-Weekly meetings during the main semesters Utilize CCC Confer</p> <ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>
<p>Future Topics:</p> <ul style="list-style-type: none"> <li>• New technologies</li> <li>• Discussion on training</li> </ul>	<ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>