

## Information Technology Committee

February 12, 2009, Room BE 241, 2:00pm – 3:00pm

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

Co-chairs: Connie Moise, Kelley Hare

### NOTES

**Present:** Rodney Schilling, Carlos O’Neil (for Woody Burns), Duane Rumsey, Connie Moise, Mike Wilmes, Geary Cook, Ken Sawicki (for Kelley Hare), Jill Zimmerman

### AGENDA

#### 1. Welcome / Announcements

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

Discussion about possible elimination of mailed paper class schedules (from Marketing Committee) and the effect on e-mail service and dependency. Current 200GB message store must be reduced in size in preparation for migration of all mail into Luminis 4 (the new myAVC) over Spring Break. Mike reported that approximately 100GB of that message store is utilized by approximately 16,200 e-mail account holders. Speculation is that most of these are employee accounts. Actions to be taken that will reduce the size of the message store are:

1. Purge all e-mail messages from accounts that have not been used in one year or more and the account holder is not currently enrolled.
2. Inform and train e-mail users on myAVC e-mail housekeeping practices. (“Help us help you make our system better and faster.”) Users need to clean up their myAVC e-mail, purging that mail after downloading it to their office computers if applicable.
3. Identify accounts with excessive mail storage and work specifically with those users on housekeeping.

**ACTION (02/12/09):** Committee should review draft and submit comments to Mike Wilmes or Connie Moise before Feb. 26, 2009.

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

**ACTION (02/12/09):** Carlos will post draft policy document. Committee should review and send comments to Connie before Feb. 26, 2009. Connie will notify constituent group leaders that this draft document will be sent to their groups by the IT Committee and request that they place its review on their respective agendas. Distribution of ‘committee agreed draft’ to constituent groups with request for comment back to IT Committee by April 16, 2009.

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

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

#### 5. Security Procedures/Policy relating to computers and data – Carlos O’Neil

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

#### 7. AVC Wireless Infrastructure Plan – Woody Burns

#### 8. AVC Wireless Access Policy – Carlos O’Neil

#### 9. 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**