

# Information Technology Committee

3/12/2009  
2:00 PM  
BE 241

Facilitator: Connie Moise

Attendees: Connie Moise, Carlos O'Neil (for Woody Burns), Kelley Hare, Rodney Schilling, Mike Wilmes, Geary Cook, Jayme Star, Duane Rumsey, Jill Zimmerman, Greg Krynen, Emily Lapora

## Agenda

Welcome/Announcements	Connie Moise
E-mail Archiving / Retention - Team Report	Mike Wilmes
Computer Use and Electronic Mail Guidelines AND Acceptable Use Policy Review/Update	Carlos O'Neil
ITS Area Projects and Priorities	Connie Moise
Computer Security Procedures/Policy	Carlos O'Neil
Telephone Policy/Procedure	Ann Hinesley, Woody Burns
AVC Wireless Infrastructure Plan	Woody Burns
AVC Wireless Access	Carlos O'Neil
Open Forum	All
Future Topics	All

## Additional Information

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Facilitator: Connie Moise

Attendees:

## Agenda

**Welcome/Announcements** **Connie Moise**

Discussion:

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Conclusions:

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Action items:

Person responsible:

Deadline:

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**E-mail Archiving / Retention** **Mike Wilmes**  
**- Team Report**

Discussion:

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Conclusions:

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Action items:

Person responsible:

Deadline:

Committee should review draft and submit comments to Mike Wilmes or  
Connie Moise.

All

2/26/09

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**Computer Use and Electronic Mail Guidelines AND Acceptable Use Procedure Review/Update**      **Carlos O'Neil**

Discussion:

Conclusions:

Action items:

Carlos will post draft policy document. Committee should review and send comments to Connie.

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.

Person responsible:

All

Connie

Deadline:

2/26/09

3/12/09

**ITS Area Projects and Priorities**      **Connie Moise**

Discussion:

Conclusions:

Action items:

Post list for future discussion.

Person responsible:

Connie

Deadline:

**Computer Security Procedures/Policy**      **Carlos O'Neil**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

<b>Telephone Policy/Procedure</b>		<b>Ann Hinesley, Woody Burns</b>	
Discussion:			
Conclusions:			
Action items:		Person responsible:	Deadline:

<b>AVC Wireless Infrastructure Plan</b>		<b>Woody Burns</b>	
Discussion:			
Conclusions:			
Action items:		Person responsible:	Deadline:

<b>AVC Wireless Access</b>		<b>Carlos O'Neil</b>	
Discussion:			
Conclusions:			
Action items:		Person responsible:	Deadline:

**Open Forum**

**All**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Future Topics**

**All**

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**

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Additional Information**