

Information Technology Committee

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

[Committee meets monthly on the second Thursday.]

Co-chairs: Connie Moise,

Notes

Members Present: Rodney Schilling, Connie Moise, Tom Hutchison, Bryan Spidell (for Woody Burns), Geary Cook, Mike Wilmes, Duane Rumsey, Mark McGovern, Jill Zimmerman, Kelley Hare

Others present: Greg Krynen, Carlos O'Neil

1. Welcome / Announcements

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

Rough draft in development.

3. Video Relay Service Status – Team Report – Duane Rumsey

Computers have been set up to provide the service. Camera is available for student check out at the Learning Center counter. Flyers about this service will be distributed through DSS and ASL@AVC Club. Concerns regarding policy for usage so students aren't monopolizing the service for personal use. DSS is charged with policy development if needed.

4. Computer Security Presentation – Carlos O'Neil

Committee would like this information presented in other venues such as Administrative Council, notices and newsletters. Maybe discuss training for employees.

5. AlertU Project – Connie

Self-subscription emergency notification service. Subscribe via www.avc.edu. Information about the service will be published in the Schedule of Classes.

6. Emergency Procedures / Disaster Planning for AVC's IT Resources Discussion – All

Nature of emergency determines response. For example, business continuity or data recovery? Discussed potential options. Iron Mountain data storage company.

7. Open Forum

Kelley Hare was elected co-chair. Discussed Strata Information Group ITS Area review. IT Committee was not included among the groups to be interviewed by the consultant. Discussed possible Committee leadership change. Waiting for consultant review and recommendations.

Future Topics

1. Computer Use and Electronic Mail Guidelines Review/Update (*on hold*)
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. Video Surveillance Project
15. Wireless Communication (Radio) Project