

**Information Technology Committee**  
**April 10, 2008, Room BE 243, 2:00pm – 3:00pm**  
**Co-chairs: Connie Moise, Kelley Hare**

**Notes**

**Members Present: Stanley Viltz, Tom Hutchison, Duane Rumsey, Geary Cook, Connie Moise**  
**Others project: Ken Sawicki**

- 1. Welcome / Announcements**
- 2. Open Forum**
- 3. E-mail Address for Corporate & Community Education – Stanley Viltz**  
**ACTION: Set up Generic e-mail account for CCE.**  
**Explore generic e-mail addresses for dept/divisions.**
- 4. E-mail Archiving/Retention Policy – Team Report**  
**Discussed various methods for addressing e-mail delivery problems.**
- 5. Video Relay Service Status**  
**Equipment is ready to test. Need to write procedures for users. Duane will get with Geary to work on additional details for providing the connections and user instructions.**
- 6. Computer Use and Electronic Mail Guidelines Review/Update**
- 7. Emergency Procedures / Disaster Planning for AVC's IT Resources**  
**Evaluate placement of telephones in classrooms for emergency purposes. Placement of phone near door. Use of emergency e-mail to dispatcher in Security in case instructor can't reach the phone, but has access to e-mail.**  
**Emergency text messaging initiative.**
- 8. Date of Next Meeting**  
Thursday, May 8, 2008  
Room BE 243, 2:00pm – 3:00pm

**Future Topics**

- 1. Communication and Confidentiality Procedures/Policy**
- 2. Security Procedures/Policy relating to computers and data**
- 3. Telephone Policy Status Report – Ann Hinesley/Woody Burns**
- 4. Public Wireless Access Service and ASO Involvement – ASO**
- 5. Earthquake Protection for AVC Computer Equipment**
- 6. One Card Project and POS System PayPrint System Status**
- 7. ITS Communications to Campus**
- 8. ITS Support Procedures**
- 9. Technical Training**
- 10. Budget Requests for Help Desk Staffing**