

**Information Technology Committee**  
**December 6, 2007, Room BE 241, 2:00pm – 3:00pm**  
**Co-chairs: Connie Moise, Kelley Hare**

**Notes**

**Present: Stanley Viltz, Duane Rumsey, Jill Zimmerman, Woody Burns, Geary Cook, Mark McGovern, Connie Moise, Ann Hinesley (for Mike Wilmes)**

**1. Welcome / Announcements**

**2. Open Forum**

Discussion on lack of usage of myAVC.

Discussion of IT communications to campus and support procedures, training, etc. Add topic to future agenda.

**3. E-mail Archiving/Retention Policy – Team Report**

**4. Video Relay Service Status**

Two cameras have been received and are scheduled to be installed in the High Tech Center in the Learning Center and possibly the DSS lobby area. Additional discussion regarding providing the camera(s) to students on a request basis as opposed to placing it in an open area. **Action:** Geary will review concerns with Ken Sawicki and make sure the logistics are well-defined. Also, students/users will need documentation on how to use the service and equipment.

**5. Computer Use and Electronic Mail Guidelines Review/Update**

Task force to review guidelines over the Intersession 2008?

**Action:** Connie will revisit and prepare a draft for committee consideration.

**6. Emergency Procedures / Disaster Planning for AVC's IT Resources**

**7. Date of Next Meeting**

Thursday, February 21, 2008

Room TBA, 2:00pm – 3:00pm

**Action:** Connie will confirm meeting dates and location for Spring semester.

**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**