Information Technology Committee

February 6, 2009 1pm, Vance 105

Minutes

Present: Jones, Kara-Soteriou, Sponder, Saha, Rudzinski, Doan, Mamed, Kurkovsky, Snyder, Herman
Ex-Officio Members Present: Erardi, Cernock, Iglesias, Pesino (Guest)

I. Call to Order

II. Minutes of December 5, 2008 meeting
The minutes of the December 5, 2008 meeting were accepted as presented.

III. Announcements - There were no announcements

IV. Committee Reports – There were no reports

V. Old Business

Jones announced that the Senate approved the new quorum rules. He is working with the Committee on Committees to have a new version of the by-laws posted to the website by the end of the month.

Kurkovsky has agreed to serve as the second member of the IT Governance Committee. Jones will serve as its Chair.

VI. New Business

1. E-mail forwarding. Resolved: The ITC asks the CIO, or his designate, to prepare a statement explaining the university's policy on e-mail forwarding, suitable for placement on the ITC website.

The topic of automatic e-mail forwarding has been a perennial one at ITC meetings. Cernock, who sent an e-mail message to the ITC listserv pertaining to this topic in advance of the meeting, stated he would be pleased to work on developing a policy concerning e-mail forwarding. He also mentioned that the University e-mail policy currently making the rounds will be reintroduced.

The general concern with automatic e-mail forwarding is that it leaves no record in Exchange, which could be construed as a violation of FOIA and State retention guidelines that regard e-mail as public record.

Jones suggested a distinction ought to be made between documenting public business and transitory messages. UCONN allows e-mail forwarding, so the question of whether this would set a precedent for CCSU was raised. Cernock responded that it would not.

Kurkovsky proposed educating faculty and staff in ways to comply with e-mail retention guidelines, such as Exchange forwarding rules, as a possible solution. He also proposed hosting and archiving e-mail by a 3rd party, such as Google.

Cernock agreed to return to the next meeting with a draft e-mail retention policy in accordance with FOIA and State retention policies that will be available to all interested parties.
Senate President Candace Barrington asked Jones to review the University’s Acceptable Use policy and to clarify what can or cannot be done. The origin of the request is a case involving a SUOAF-AFSCME member that is currently under review.

According to Cernock, there is no approved Acceptable Use policy in effect. He also stated that the version available on the CCSU website is an outdated draft. Cernock was asked if CSU had an acceptable use policy in place and whether it should be a system-wide policy, like e-mail.

In reviewing the draft document, Cernock noted that he would favor eliminating all but the first paragraph, thus putting responsibility for compliance on the individual. Kara-Soteriou expressed concern that individuals would not have the proper resources at their disposal to ensure their compliance with the policy. Herman stated that the Burritt Library’s Government Documents librarian could possibly assist with identifying relevant statutes, regulations, policies, etc.

**VII. Adjourn** – The meeting was adjourned at 1:55pm

Respectfully submitted,
Debbie Herman
ITC Secretary