Information Technology Committee Meeting  
November 5, 2010  
Held Electronically Via Centra

Attendees: Steve Sachs, Allen Sinner, Kevin Kelly, Maria Rynn, Molly Lynch, Dee Martin, John Dever, Brian Foley, Judith Keats

Dr. Sachs welcomed everyone to this year’s ITC. Attending members were introduced. A quick overview of the committee’s charge was given.

In the spring the committee will review and finalize the college technology plan including budget allocation for technology items. The plan and budget then goes to the Administrative Council for approval. The approved plan is then sent to the VCCS by June 1 for final approval. The ITC deals with policy and procedures leading up to the plan. In early December a request will go to the NOVA faculty for proposals of academic software to be funded centrally. Dr. Sachs suggested it would be good to review former Campus and College technology plans which are posted online. The ITC meets electronically on Fridays, once a month as needed.

Dr. Sachs went over some college policies that the committee needs to consider. The first is in reaction to the VCCS approving a new employee acceptable use agreement. NOVA’s policy was reviewed in comparison to the one developed by the VCCS. Dr. Sachs proposed changes to NOVA’s policy that would bring it into agreement with the VCCS policy. Some of the changes are needed because of new legal requirements. The committee discussed and approved the proposed changes. Dr. Sachs suggested that after the revisions have been approved by NOVA’s Administrative Council that it be sent out to the college community so everyone is aware of the revised policy.

Another policy needing review is one on disciplinary actions for violation of NOVA’s acceptable use policy. Background: There have been major problems arising from staff sending information in response to phishing emails. This causes us to be “black listed” with major internet providers, and requires many man hours for IT staff to clear up. Allen Sinner reported what he is hearing from other colleges regarding this. Other colleges report that every time an employee responds to a phishing email it increases the amount of attacks they receive. Other institutions are responding to violations in similar ways as we are. Dr. Sachs told what the Administrative Council decided on violations some months ago for first offenses. Determination is needed on disciplinary actions for an employee’s further violations. Dr. Sachs discussed the need to define the different levels of violations so that disciplinary actions are appropriate. The committee discussed the need for a policy and wordage of it. Revisions were made and it will be forwarded to Administrative Council for approval. The point was made that the policy should be reinforced at every administrative gathering.

The VCCS also has a new acceptable use policy for students and patrons. Dr. Sachs presented the VCCS policy and then NOVA’s present policy. All are posted on the College website from the Help Desk page.
Other items:

Dr. Sachs will consider the need for a December meeting. He will also propose the meeting schedule for Friday mornings in January through May, so that people can get them on their calendars and major conflicts can be considered.

Housekeeping item: An official determination is needed for data owners. The data owner would have final approval for access on those systems. It was proposed that we confirm Dr. Dever for the academic system, and Dr. Garcia for the financial systems. These were the ones put into place at the time of the SIS and AIS implementation. The Committee approved unanimously.