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| **TESS Technical Committee Meeting**  Atteendees: Jeremy Sims, Osman Parada, Dyann Walter, Rick Hrdlicka, Cathy Hendrickson | | **September 17, 2014**  **Minutes**  **3:00 p.m. – 4:00 p.m.**  **TESS Conference Room 3** |
| **TOPIC** | **DISCUSSION** | |
| Review Committee Guidelines, Elect Chair. | * Committee guidelines discussed. * Rick Nominated Osman as Chair, DyAnn Seconded | |
| Re-evaluation of Committee Charge | The following charge was agreed to   * Develop hardware and software standards for core infrastructure. * Design a core infrastructure road map inclusive of replacement cycle, utilizing a TCO approach. * Prioritize projects to ensure organizational and strategic goals are met. * Purpose, develop and review new technology infrastructure standards. * Recommend policy and procedures to TESS Executive Committee * Develop and maintain a communication plan for the notification of all planned and unplanned events * Review and recommend SLA’s | |
| BP/AP Review | The following were comments and questions made on BYOD and Document Retention and destruction BP/AP:   * Document Retention and Destruction   + A majority of our financial systems are stored with the county. What do or will we have in place with them to ensure the BP/AP is followed?   + Currently there is no IT process for ESI preservation during state civil lawsuits * BYOD   + It reads as if we are giving the users permission to use their own device as their primary workstation. We may need to add some verbiage to correct this.   + 4b: What instructions are we providing to identify and remove unintended downloads   + 4c: Can all phones require a 8 character password?     - There are also settings to erase phone data with X amount of failed passwords   + 4e: Remote wipe does not revert back to factory settings. The device becomes unusable.     - Will the district be liable for lost personal information on a whipped phone that is lost? | |
| Governance Group Technology issues\feedback | None | |
| Schedule for the year | Approved Dates   * 9/17/2014: Update\Review committee charge and focus for the year. * 1/21/2015: Update/Request for direction on emerging issues, Report on progress/challenges * 5/6/2015: Summarize progress and redraft focus for fall | |
| Committee Goals and Strategies | * Review and update, if needed, the Communication plan. * Document IT infrastructure in a way that is consistent across all technology areas. Develop a process to ensure this documentation is kept up to date and easily accessible. | |