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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
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| 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
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| 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?
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| 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
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| 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.
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