Meeting was called to order at 1:02 p.m.

In attendance:
- M. Anderson, S. Ho ’19, F. Maloy, N. Mann, F. Orellana, S. Sargent, Q. Shi ’21, D. Snyder, E. Yu

1. Review and approval of Minutes from 10/29/2018
   a. Approved

2. Proposal for Faculty Retaining Email
   a. The Committee reviewed the proposal for Faculty Email Retention which introduces guidelines for faculty email retention of one year for those with at least one full year of service, followed by three years of email forwarding. From an IT perspective, not removing the accounts increases the “Full Time Employee (FTE)” count of vendor contracts for people who aren’t active (which impacts pricing). With sponsored accounts, there is the same issue but someone on campus is stating the person is actively engaged and a part of the community for a given period of time. These are concerns not just for ITS, but other departments like the Library (e.g., for journals, databases, etc.). In addition, Single Sign On (SSO) is not setup for people who are no longer active, but have an account on campus (ITS will need to revisit and make modifications).
   b. In the Liaison Committee for Administrative Computing (LCAC) meeting, an additional issue was raised. What recourse does the College have if someone posts something egregious somewhere with the Union account? It is suggested that perhaps a consent form could go with this policy, that people could be legally responsible for damages.
   c. The Committee agreed to move to the next steps (i.e., rewriting to address concerns, vet with Strom, send to FEC).

   a. The Committee reviewed the changes in this policy (e.g., URL changes). The LC ACT also vetted the policy where a question was raised whether there needs to be some note about Emeriti purchases. Emeriti can buy their computer, but it will be wiped and replaced with only the base operating system (all other software is removed).
4. Policy Review: Technology Purchase and Replacement Policy
   a. The Committee reviewed the changes in this policy (e.g., URL changes, base cost for unit no longer defined at 2K but instead uses variable language to help Ellen purchase more computers if people don’t use full amount). There were concerns expressed about the base cost change because this would create different budgets for PC versus Mac replacements.

5. New Business
   a. The Committee discussed investigating using public computing processing power when not in use. Computer Science admin (Matt McClosky) is looking into it. M. Anderson and N. Mann will meet and see how many other faculty members are interested.

The meeting was adjourned at 1:51 p.m.

Handouts:
- Minutes 10/01/18
- Technology Purchase and Replacement Policy (February 2016) with tracked changes
- ITS Policy on College-Owned Computer Technology (November 2015) with tracked changes

Reminder: LCACT website: https://its.union.edu/lcact