Technology Steering Committee  
January 29, 2007

Members: Wanda Hill, Mike Gunter, Donna LaLonde, Al Dickes, Denise Ottinger, Tom Ellis, Ron Wasserstein

Guest: Ken Hackler

Around Campus -
- KTWU digital archive has been installed in the server room and is working great.
- Monitoring server was broken into last week causing problems with denial of service. It slowed email from being sent and received at Washburn. No email was lost.
- On the first day of classes, PC Support Technicians were sent to each computer lab to reset passwords for students who couldn’t remember their passwords.
- Today keys will be distributed to faculty who will be using the printer installed at the bottom of the stairs in Morgan, first floor middle wing.

Communications Assistance for Law Enforcement Act (CALEA) -
- Ken Hackler joined the meeting to decide if we are exempt from complying with CALEA. He said if Washburn provides any service we will not be exempt.
- We are not an ISP. KanRen and AT&T provide the gateway and all traffic goes through one of their routers.
- Ken said we need to show evidence of the meeting and why we think we are exempt from the act. Copies of the letter will need to be sent to AT&T and KanRen.
- On the phone side all are AT&T so phones are not a problem.
- The Committee voted, for the record, that Washburn is EXEMPT from Calea, and therefore will not file as an Internet Provider with the Federal Government.

Document Retention Standards -
- Wanda said we have practices but not an overall retention policy. A formal written policy is needed.
- Short term protection – email is kept for 120 days.
- Long term archive – Snapshots are taken a few days after a term starts and kept for three years.
- No protection for shared drive after 120 days.
- We need to think about what needs to be archived.
- The current back-up practice was reviewed. These changes will be made:
  - Short-term deletion protection
    - Email – change from 90 to 30 days.
    - Banner – change from 15 to 60 days.
    - Other files – change from 120 to 30 days. (Mike will check on Imaging).
  - Long-term archive
    - Add S drive to long-term archive.
    - Mike will send the changes to Harold for the document retention policy.

Disk Storage -
- We are increasing our disk storage space by three quarters of a terabyte every six months. Current quota is 10mg for student email and 64 mg for student file storage. Something will need to be done within the next six months.
• Mike distributed an email from the Law School requesting additional disk space.
• Ron noted some people build up heavy email boxes due to neglect but others need to be accommodated. Tom said we need to ask people to be responsible about storage. Donna said large files need to be put on the shared drive rather than sending them back and forth by email.
• Students forwarding emails to off-campus email addresses presents a problem. Sometimes students tell their email provider that we are sending spam, causing all Washburn to that provider to be listed as a spammer.
• Mike said a minimum of $25,000 per year is necessary for disk storage. He indicated 100 mg is not unreasonable for email quotas and storage requirements will continue to increase. He will put together a model for the next meeting.