1. Security Ad Hoc Committee Request

The PeopleSoft Security Ad-Hoc Committee has submitted a request to the College’s Technology Master Plan Committee to be officially a sub-committee of the Technology Committee. The committee members believe that their role and the issues addressed are beyond that of the PeopleSoft system and that decisions made have a greater impact under the College’s Technology Committee.

**Recommendation:** The Committee recommends that, upon approval by the College’s Technology Master Plan Committee, the PeopleSoft Security Ad-Hoc Committee be changed to the Technology Security Sub-Committee, and that the Security Administrator serve as the PeopleSoft Core Team liaison.

The committee also recommends that the Security Administrator have the following responsibilities.

- Coordinate with IS Supervisor regarding the use and storage of audit data.
- Implement policy and procedures established by the Technology Master Plan Committee with recommendation made by the Technology Security Sub-Committee.
- Establish consistency in handling changes.
- Monitor to ensure there are no inappropriate changes.
- Centralize decision-making when conflicts arise between the Information Systems Help Desk and the Functional Specialists when following the key processing guidelines.
- Monitor and enforce standards for computer, technology and network.

2. District-wide Email Recommendation

Email has become the preferred mode of written communications at Palomar. As a result, more messages are being created and larger files are being distributed. In order to maintain system performance and minimize data management costs, guidelines should be established. At the TMPC meeting in June, Information Services (IS) was requested to develop a district-wide policy regarding email storage quotas and attachment sizes.

**Recommendation:** IS recommends the following email storage quotas and attachment sizes:

**Email Storage Quota:**
- Classified staff: 100 MB
- Faculty: 200 MB
- Administrators: 300 MB

After reaching the email storage threshold, the user would receive a warning message to alert them that they need to remove old messages in order to continue receiving and sending email.

**Attachment size:** 10 MB.