Meeting Minutes  
*Berkley Technology Advisory Committee*  
December 12, 2018

**PRESENT:** Mike Swantek  Anna Luptak  
John Correia  
Aaron Pace  
Stan Lisica  

**ABSENT:** Dave Jacobs  
Steve Baker  
Jim Cannon  
Mark Owens

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**NOVEMBER MINUTES APPROVAL**

Motion to approve: Pace  
Seconded: Swantek

YES: Pace, Swantek, Lisica, Luptak, Correia  
NO: None

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**COMMENTS FROM CITY STAFF**

- Server upgrades completed
- AUP policies more important than ever, HRC, GIS as contractors will be using the city’s network and servers
- On track to deploy scanning and digitizing invoices for the beginning of the new year

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**ORDER OF BUSINESS**

- Reviewing the existing AUP  
  - BYOD is more-so for 3rd parties as they will be using non-city owned devices to connect to the network and not for employees to BYOD  
  - Should mention specifically the existence of the VPN  
  - Remove mention of outdated policies (document storage)  
  - Modernize references to unauthorized usage  
  - Modernize the password policy and password creation guidelines

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**ASSIGNMENTS FOR NEXT MEETING**

- Draft of AUP due by next meeting for review

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**VOTE FOR NEXT MEETING TIME**

Proposed meeting date and time: January 16th – 6:30pm – tentatively at City Hall

YES: Pace, Swantek, Lisica, Luptak, Correia  
NO: None