mation Technology Committee

Information Technology Committee
11:10am January 25, 2022
Board Conference Room

MINUTES

Present:

Chair Bonifacio Sanchez	Director of Information Technology
Stevenson Kotton **(Not Present)**	Vice President of Business and Administration Affairs
Agnes Kotoisuva	Director of HR
Christian Sebastian **(Not Present)**	Director of Media
Rigieta Lord **(Not Present)**	Dean of WAVES
Michael Corpuz	Faculty Representative I
Curtis Vila	Faculty Representative II
Monica Gordon	*for* Staff Senate Representative I
Hatty Kabua	Staff Senate Representative II
Manny Mottelang **(Not Present)**	Learning Designer
Gedana Aisek/Martin Toring	*for* SGA Representative
John Villafania **(Not Present)**	Web & Database Administrator
Vasemaca Savu **(Not Present)**	Dean of Academic Affairs

Attendees via ZOOM

Verenaisi Bavadra	Director of Library

The Information Technology Committee's meeting for January 25, 2022, was called to order by the Chairperson at approximately 11:25 a.m.

I. **Review/Approval of the Previous Minutes**
   A. The MINUTES from November 23, 2021, were reviewed. The HR Director made a motion to approve, seconded by the SGA Representative. The motion was carried with no abstentions.

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DECISION

With the minor corrections, the MINUTES from November 23, 2021, were approved as presented.

II. **Announcement**
  A. **IT Equipment Bidding Updates**
    1. The Chairperson updated the ITC on the status of the IT equipment biddings, informing the members that CMI had already paid the vendor 80% of the $1.5M needed for the equipment, such as laptops, desktop computers, etc.
    2. The arrival of the equipment was delayed due to the limited and the closure of the United flights to Majuro.
        a) The technology equipment should start arriving in March or April 2022.
  B. **Jenzabar**
    1. The Chairperson informed the ITC of the updates regarding Jenzabar and its launching date, which has been scheduled for May 2022.
    2. The Chairperson also shared the new SIS with the ITC members.
  C. **ePrintit System for Computer Labs**
    1. The Chairperson explained the process that will be followed regarding the new printing system for the students.
        a) With the implementation of the new printing system, CMI should be saving 45% of its printing expenditures.
    2. The Chairperson also shared the Kiosk machines, the locations where each machine will be placed for students' use, and the procedures each student must take when using the Kiosk machines.
        a) CMI has received 10, but more Kiosk machines are still on shipment.
        b) The Kiosk machines will be placed in every computer lab, the Media Center, Student Services department and one in the Library.
  D. **Student Self Service Password Reset**
    1. The Chairperson/IT Director explained the process to the ITC members and sent the self-service link to the student community.
    2. Training sessions will be conducted before implementing the enrollment link in regards to the Student Self Service Password Reset.
  E. **Migration/Upgrade of CMI Ad 2003 to AD 2016/19**
    1. The Chairperson informed the ITC members that CMI has integrated its data into "the Cloud."
  F. **Unified Apps for Student Engagement**

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1. The Chairperson informed the ITC members of the "unified apps" that were to be used for student engagement.
   a) This was awarded to CMI through the grant last year, 2021.

III. **New Matters Arising**

  A. **Adhoc Committee Report/IT Policies and Procedures**

    1. The Chairperson/IT Director shared with the ITC of the Adhoc Committee's meeting on January 24, 2022.

    2. The IT Policies and Procedures have been shared with the respective Senate groups, including the SGA.
   a) The ITC discussed the importance of including a timeframe for email accounts for employees and students.

  B. **Site Posting Procedures**

    1. Due to the reason that the procedures were last reviewed in 2017, the Chairperson brought to the attention of the ITC members that the procedures needed to be revisited and reviewed.

    2. The Chairperson allowed the ITC members their "first read" the document.

  C. **SaaS/PaaS/IaaS (Procurement and Use of Cloud and Data Storage Services)**

    1. The Chairperson/IT Director introduced to the ITC members the 3 Cloud Services used by CMI:
   a) SaaS -Software as a Service
   b) PaaS - Platform as a Service
   c) IaaS - Infrastructure as a Service

    2. The Chairperson/IT Director stated the importance of developing policy/procedure documentation regarding CMI using the Cloud services.
   a) For the next meeting on February 22, 2022, the Chairperson/IT Director will share some policies and procedures implemented at other college institutions.

IV. **Matters from the Previous Meeting**

  A. **Email Bulk Procedures**

    1. The Email Bulk Procedures will be reviewed in the next EC meeting on February 2, 2022.
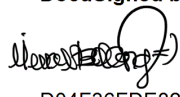
V. **Adjournment**

The ITC's *fourth* meeting for AY 2021-2022 was adjourned at 12:03 p.m.

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Submitted By: Concurred By: Approval Date:

                                                                  February 22, 2022

Meria N. Bollong   Bonifacio Sanchez, IT Director
Secretariat Officer, EC   Chairperson, ITC