



P.O. box 1258
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

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Information Technology Committee

Information Technology Committee 11:10am August 10, 2021 Board Conference Room

MINUTES

Present:

Chair Bonifacio Sanchez

Director of Information Technology

Agnes Kotoisuva

Director of HR

Verenaisi Bavadra

Director of Library

Christian Sebastian

Director of Media

Rigiet Lord (Not Present)

DEAN of WAVES

Edward Alfonso

Faculty Representative I

Curtis Vila

Faculty Representative II

Andreas Ned (Not Present)

Staff Senate Representative I

Hatty Kabua

Staff Senate Representative II

Manny Mottelang

Learning Designer

- Vacant -

SGA Representative

Guest:

John A. Villafania

Web & Database Administrator

The Information Technology Committee's *first* meeting for AY 2021-2022, was called to order by the Chairperson at approximately 11:15 a.m.

I. Review/Approval of the Previous Minutes

- A. The MINUTES from May 11, 2021, were reviewed. The Library Director made a move to approve, seconded by the Media Director. The motion was carried with one abstention.

DECISION

With no modifications, the MINUTES from May 11, 2021, were approved as presented.

II. Announcement



A. New SIS (SONIS by Jenzabar) Update

1. The Chairperson/Director of IT updated the ITC members in regards to the Jenzabar.
2. The Chairperson/Director of IT also shared the CMI Remote Session Schedule, in which the Committee reviewed thoroughly. Some of the dates shares were:
 - a) August 19, 2021 - Board Management Meeting
 - b) September 2021 - Data Migration
 - c) March 2022 - Workshop for Faculty
 - (1) Each department chairperson is part of the project team.
 - d) May 16, 2022 - Target "Live Date"
3. The Chairperson/Director of IT informed the Committee members of CMI's Timetable throughout the transition period in regards to SONIS by Jenzabar.

III. New Matters Arising

A. Website Subcommittee (TOR)

1. After discussion occurred, the majority ITC members agreed to include the *Website Subcommittee's TOR* in the revised *ITC RSA for AY 2021-2022*, and shall be voted on electronically.

B. ITC Assessment Report AY 2020-2021

1. After carefully reviewing the *ITC Assessment Report for AY 2020-2021*, the Director of the Library moved to approve, seconded by the Faculty Senate Representative II. The motion was carried successfully by the majority with no abstentions.

DECISION

With no modifications, the ITC Assessment Report AY 2020-2021, was approved.

C. eFilecabinet (New Document Management System)

1. The Chairperson shared and introduced the eFilecabinet with the ITC members.
 - a) The Grants Coordinator suggested including the FABS employees, specifically handling the Grant's Accounts, to also have access and use the eFileCabinet.
 - b) The ITC members recommended for the IEC to develop a filing system structure.
 - (1) The Chairperson will be in contact with the IEC Chairperson in regards to this recommendation.



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D. IT Wapepe Outcomes Assessment

1. The ITC members thoroughly reviewed and discussed the *Outcome Assessment Report* and the following *IT Wapepe Outcomes Assessment*:

- a) **Outcome 1.5**

- (1) "Maximize the capacity, capability, and potential of the LMS for Student achievement and success."

- b) **Outcome 1.7**

- (1) "Explore cloud-based services to support student achievement."

IV. Matters from Previous Meetings

A. ITC Policies and Procedures for Review

1. Since it's been 5 years since the ITC Policies and Procedures were last reviewed, an ad-hoc committee, containing both the Faculty Representatives, the Director of the Library and the Director of Human Resources, were tasked to review and make recommendations in regards to the ITC Policies and Procedures and report back to the committee in the next meeting.
2. *Terms and Conditions for Laptop Issuance to CMI FULL-TIME Employees/Faculty Members.*
 - a) The Ad-Hoc Committee will meet on September 16, 2021, at 11:00 a.m., at the HR Conference Room, to review Agenda Items IV.A.1 and IV.A.2.

V. Adjournment

The ITC's first meeting for AY 2021-2022, was adjourned at 12:15 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer

Concurred By:

DocuSigned by:

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Bonifacio Sanchez, IT Director
Chairperson, ITC

Approval Date:

October 26, 2021