*College of the Marshall Islands*
Accredited by the Western Association of Schools and Colleges

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# IT COMMITTEE MINUTES

November 10, 2020, • 11:00 AM • Board Room

**PRESENT:** Bonifacio Sanchez, Agnes Kotoisuva, John Arnold Villafania, Edward Alfonso, Begonia Alik, Meyar Mamis, Christian Sebastian, Curtis Vila, Verenaisi Bavadra

**CALL TO ORDER:** Called the meeting to order at 11:06 AM

**REVIEW OF MINUTES:** Minutes from September 15, 2020. Moved by John, seconded by Agnes. Approved with 1 abstain.

**UPDATES:**

- ❖ Branding and Visual Style Guide draft
    - ➢ ITC will send it to EC for review and approval.
    - ➢ ITC will send a timeline to the CMI community to refrain from using old logos and themes.

- ❖ IT Update
    - ➢ In preparation for COVID-19, IT will purchase 27" touch screens for ZOOM for the faculty. Estimate arrival is by the end of December.
    - ➢ 650 laptops for the students will be purchased, last semester 300 laptops were already bought
    - ➢ Some student's Pell Grant is not deducted even after purchasing a laptop. IT Department will verify with the Business Office.
    - ➢ Boni is suggesting that the different procedures be integrated into the IT Policies and Procedures.
    - ➢ Document Management System (DMS) - The company Powertools is shutting down due to cost-cutting. IT is looking into another DMS that fits our requirements. A DMS that can track people who made revisions and detect duplicate documents. IT will keep the committee updated.

- ❖ HR Update
    - ➢ A new employee will be hired who will be in charge of taking minutes for standing committees.
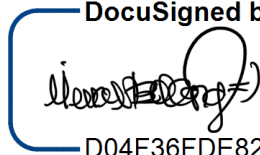
❖ Website Update
  ➢ Out of 62 responses, 74.2% are students, 21% are employees
  ➢ 45.2% says they access the CMI website every day
  ➢ 53.2% says they access the website through a Desktop
  ➢ 93.5% says they access the website on campus
  ➢ Information commonly accessed are Academic Information, College Services, Financial Aid, and Library
  ➢ Pages visited regularly are "About CMI", "Financial Aid" and "Library"
  ➢ For ease of access, 32.3% rated a 5, 25.8% rated a 4, 33.9% rated a 3
  ➢ For the website design, 33.9% rated a 5, 27.4% rated a 4, 29% rated a 3
  ➢ The majority or 58.1% voted for Design #1
  ➢ The chat option for the website is currently disabled and will be reevaluated so that response rates to patrons will be increased

❖ CMI Master Planning Framework, IT Wapepe
  ➢ Outcome 1.1: Provide support for open learning programs will be changed to "open and online learning"
  ➢ IT will build mass texts communication that can be operated internally
  ➢ Physical Plant needs to communicate with the IT Department when laying out cables for buildings. So the LAN cables can be properly installed.
  ➢ IT met with Top two vendors (Jenzabar and Orbound) to be considered for a new SIS system
  ➢ ITC members will place their comments/suggestions by the end of November

**ADJOURNED**: 12:13 AM

Received By: _____

Meria N. Bollong
Secretariat Officer, Executive Council

Concurred: _____

Boni Sanchez, IT Director
Chairperson, IT Department

Approval Date: May 11, 2021

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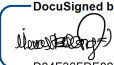
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