IPC Special Meeting Minutes
February 16, 2016

Members Present

Biuma Samson	Rachel Salomon	Wilbert Alik
Cheryl Vila	Ruth Abbott	William Reiher
Don Hess	Stanley Lorennij	
Mary Van Auken	Stevenson Kotton	

Guests

Boni Sanchez	Monica Gordon

The meeting was called to order @ 10:14 AM

Agenda Items

1. Completed Program Reviews

Minutes

1. **PROGRAM REVIEWS**
   - presented *Information Technology Program Review* (PR) to the committee
   - accepted, amended and removed statements under the following sections of the PR
       - 6. Analysis of Essential Functions > GOALs/Measure Outcomes > Manage and maintain the IT Helpdesk Trouble Desk Support
           - changed to "At least 95% of the trouble tickets resolved and closed within 24 hours"
       - 6. Analysis of Essential Functions > Assessment of Activities > Manage and maintain all hardware/software technology resources such as desktop, laptop, network equipment, digital devices, and licenses
           - removed "43% of Faculty laptop will be replaced"
       - 6. Analysis of Essential Functions > GAP Analysis > Manage and maintain all hardware/software technology resources such as desktop, laptop, network equipment, digital devices, and licenses
           - removed "Faculty laptop issuance is scheduled to release on SP 2016. Only 43% of the faculty members will receive the new laptop, and the remaining 57% will be included in the Fiscal year Budget of IT department"
       - 7. IT Committee Assessment Reports
           - accepted "Assessment reports are provided in Appendix A: 2014 Data in Support of Activities"
       - 8. Personnel and organizational structure > Full Time Employees of the IT Department > Position

- changed to "Junior Technician (NOTE: Edu. Leave)"
  - 9. Facilities and equipment > List Equipment or Equipment Repair Needed for Fiscal Year 2014-2015
    - removed "Reason" for #'s 4, 5, & 6
- tabled for Thursday, February 18, 2016

- presented *Registrar PR* to the committee
- accepted, amended and removed statements under the following sections of the PR
  - 1. Strategy of the college > CMI's Outcomes
    - removed all five outcomes
  - 2. Mission > Mission of Department
    - accepted and approved "The office of the Registrar provides an effective and efficient delivery of services to students that support the College's enrollment processes and policies"
  - 2. Mission > Description of Stakeholders
    - changed to
      a. "The Department works with the following stakeholders:"
      b. "Students (past and present) regarding registration, add/drop or changing of class schedules, transcript inquiries, enrollment verifications, and grades"
      c. "Public School System – while maintaining FERPA standards, the office helps provide information on student enrollment & statistics concerning in-service teachers who are supported by MoE funding. While maintaining FERPA, we provide attendance verification, degree/certificate completions, and student status
- tabled for Thursday, February 18, 2016

2. **SPECIAL MEETING**
   - The committee agreed to hold a special meeting on Thursday (18 February 2016) 5 PM in the Board of Regents' Conference Room

Meeting adjourned @ 11:03 AM

Next Meeting
1. Next *Special* Meeting, Thursday February 18th 5pm(+) in the Board of Regents' Conference Room
2. Next *Regular* Meeting, Wednesday February 24th 11am in the Board of Regents' Conference Room

Future Agenda Items
1. IT – for final review and approval
2. Registrar – for final review and approval
3. Admissions & Records
4. Athletics & Fitness
5. Financial Aids

6. Human Resources

Scribe,
Wilbert Alik
Recording Secretary