



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

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
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Website: itc@cmi.edu

**Information Technology Committee
11:10am April 26, 2022
Board Conference Room**

MINUTES

Present:

Stevenson Kotton (**Not Present**)
Agnes Kotoisuva
Christian Sebastian (**Not Present**)
Rigieta Lord
Michael Corpuz
Curtis Vila
Hatty Kabua
Andreas Ned (**Not Present**)
Manny Mottelang (**Not Present**)
Gedana Aisek (**Not Present**)
John Villafania
Vasemaca Savu

Vice President of Business and Administration Affairs
Director of HR
Director of Media
Dean of WAVES
Faculty Representative I
Faculty Representative II
Staff Senate Representative I
Staff Senate Representative II
Learning Designer
for SGA Representative
Web & Database Administrator
Dean of Academic Affairs

Attendees via ZOOM

Chair Bonifacio Sanchez
Verenaisi Bavadra (**Not Present**)

Director of Information Technology
Director of Library

The Information Technology Committee’s meeting for April 26, 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 February 22, 2022, were reviewed. The HR Director made a motion to approve, seconded by the Web & Database Administrator. The motion was carried with no abstentions.

DECISION



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With no corrections, the MINUTES from February 22, 2022, were approved as presented.

II. Announcement

A. SONIS

1. The Web and Database Administrator updated the ITC members in regards to the implementation of SONIS.
 - a) The initial data pass for migration was completed on April 4, 2022.
 - (1) Trainings, in regards to using the data, has been conducted with the Student Services department.
 - (2) Upcoming trainings are being scheduled for the Financial Aid Office, Faculty, and the FABS department.
 - b) The live launching of the SONIS was still scheduled for May 23, 2022.

B. NOD App

1. The Chairperson shared the new application that will be available for CMI students, mainly towards CMI's Counseling department.
 - a) NOD is "an app developed by Grit Digital Health to help young adults cultivate meaningful social connections to combat loneliness."
 - b) The launching of the application to be used at CMI was scheduled for May 2022.

C. Unified App

1. The Unified Application was also shared by the Chairperson with the ITC members.
2. The Unified App was still under development and will also be available for the CMI students.

D. Single Sign On

1. The Chairperson shared with the ITC members the *CMI Single Sign on Architecture*.
 - a) Some of the discussions included:
 - (1) The various applications used by the Faculty members.
 - (a) Are the employees allowed to use apps other than those assigned by CMI?

III. New Matters Arising

A. CMI Social Media Policies and Procedures

1. The Chairperson/IT Director shared the **CMI Social Media Policies and Procedures** with the ITC members.
 - a) The document was developed by the ITC Ad-Hoc Committee.



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- b) The members discussed thoroughly the document’s Section II.4, regarding the CMI Logo.
 - (1) The CMI Logo should not be used without approval.

c)

B. CMI Cybersecurity Policy

- 1. The Chairperson/IT Director shared with the ITC members the idea of developing a **CMI Cybersecurity Policy**.
 - a) The matter will be discussed further in the next ITC meeting on May 24, 2022.

IV. Other Matters

- A. The Web & Database Administrator inquired on the appropriate procedure in regards to the **CMI Branding Policy** and the use of the CMI Logo.
 - 1. After the revised IT Policies and Procedures Handbook is approved by the EC, it will be implemented and enforced to be used by the CMI Community.

V. Adjournment

The ITC’s meeting for April 2022, was adjourned at 12:10 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:


June 28, 2022

Meria N. Bollong
Secretariat Officer, EC

Bonifacio Sanchez, IT Director
Chairperson, ITC