



**Information Technology Committee
11:10am February 22, 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	Director of Media
Rigieta Lord (Not Present)	Dean of WAVES
Michael Corpuz	Faculty Representative I
Curtis Vila	Faculty Representative II
Hatty Kabua	Staff Senate Representative I
Andreas Ned	Staff Senate Representative II
Manny Mottelang	Learning Designer
Gedana Aisek	<i>for</i> SGA Representative
John Villafania	Web & Database Administrator
Vasemaca Savu	Dean of Academic Affairs

Attendees via ZOOM

Verenaisi Bavadra	Director of Library
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The Information Technology Committee's meeting for February 22, 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 25, 2022, were reviewed. The HR Director made a motion to approve, seconded by the Learning Designer. The motion was carried with one abstention.



DECISION

With the minor corrections, the MINUTES from February 25, 2022, were approved as presented.

II. Announcement

A. Student Laptop

1. The Chairperson/IT Director updated the ITC members of the event in regards to a soft handing over ceremony for the students who achieved 15 credits with a C or better grade.
 - a) 750 laptops have been received and will be distributed to the students.

B. ePrintit

1. The Chairperson/IT Director informed the members of the implementation of the ePrintit system.

C. IP Campus PAGING System

1. The Chairperson/IT Director shared with the ITC members of the IP campus paging system that's being worked on by the IT department and the Media department.

III. New Matters Arising

A. Web Committee Review Site Posting Procedures (Flowchart)

1. The Web and Database Administrator shared the new *Website Posting Policy & Procedures* and discussed the following criterias:
 - a) Content Submission
 - b) Content Visibility
 - c) Further Review
 - d) Copyright
 - e) Content Management Access

(1) The Chairperson/IT Director allowed the ITC members their "first read" of the document, allowing ample time for it to be disseminated to the respective Senate groups.

B. CMI Social Media Policy and Procedures

1. After careful consideration, the HR Director moved to forward the *CMI Social Media Policy and Procedures* to an Ad-Hoc Committee that's to be called the *Social Media Ad-Hoc Committee* led by the Media Director. The motion was seconded by the Web and Database Administrator and was successfully passed by the majority with no abstentions.

DECISION



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The CMI Social Media Policy and Procedures will be forwarded for further review to the Social Media Ad-Hoc Committee, as approved.

- 2. As agreed by the ITC, the following will be members of the *Social Media Ad-Hoc Committee*:
 - (a) The Media Director
 - (b) The Communications Officer
 - (c) IT Department Representative
 - (d) SGA Representative

IV. Matters from the Previous Meeting

A. Ad-Hoc Committee Report: *IT Policy & Procedure Manual*

- 1. The document was thoroughly reviewed by the ITC members as minor modifications were made.
 - a) As per the Learning Designer, the *Moodle System Procedure* was in the process of being developed.
 - b) The ITC members agreed that the document be shared to the respective Senate groups and will be tabled in the next meeting on March 22, 2022.


B. Update from EC: *Email Bulk Procedures*

- 1. It was recommended by the majority of the ITC members that all the proposed IT procedures should be put in the revised *IT Policy and Procedure Manual*.


V. Adjournment

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

Submitted By:

DocuSigned by:

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 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:

 858CBDF98BCA4DD...
 Bonifacio Sanchez, IT Director
 Chairperson, ITC

Approval Date:

April 26, 2022