



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

## MINUTES

Present:

Chair Bonifacio Sanchez	Director of Information Technology
Christian Sebastian	Director of Media
Verenaisi Bavadra	Director of Library
Edward Alfonso	Faculty Representative I
Curtis Vila	Faculty Representative II
Andreas Ned	Staff Senate Representative I
Hatty Kabua	Staff Senate Representative II

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The Information Technology Committee's 4th Quarter meeting was called to order by the Chairperson at approximately 11:14 a.m.

After a brief welcoming of the members by the Chairperson, the ITC members reviewed the minutes from November 10, 2020. However, the Chairperson and the members of the ITC recognized and commended the Director of Media for record-keeping the ITC meeting Minutes for the previous years.

- I. Review/Approval of the Previous Minutes**  
**A. The Minutes from November 10, 2020, were reviewed.**

### DECISION

**With no modifications, the Minutes from November 10, 2020, 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 next demo system meeting will be held in October 2021.
  3. The Chairperson clarified to the ITC members that Jenzabar will replace SIS, having CMI, currently, in the "development phase."
  4. The target date to launch the Jenzabar system is by Spring 2022.



5. The Chairperson informed the ITC members of the Student Engagement App.
6. Further clarification and discussion by the Chairperson and the ITC members on how CMI chose Jenzabar occurred.

### III. New Matters Arising

#### A. RSA 2021-2022

1. After carefully reviewing the ITC RSA for AY 2021-2022, the Director of the Library moved to approve the RSA, seconded by the Director of Media. The motion was carried successfully by the majority with no abstentions.

### DECISION

**With the revision that the ITC shall meet six (6) times a year, the ITC's RSA for AY 2021-2022 was approved.**

#### B. Electronic Signature (DocuSign App) Proposal

1. The Chairperson shared with the ITC members the DocuSign App Proposal and process.

#### C. Terms and Conditions for Laptop Issuance to CMI FULL-TIME Employees/Faculty Members

1. The Chairperson shared with the ITC members the *Terms and Conditions for Laptop Issuance to CMI FULL-TIME Employee/Faculty Members Form* to review and comment on electronically.

#### D. Classrooms and Offices Electronic Doors

1. The Chairperson informed the committee members of the electronic doors that have been installed in the classrooms and the offices throughout CMI.
  - a) Anyone having trouble with the electronic doors, please contact the IT department.
2. Fingerprint registration for the Faculty offices will occur after the Spring Semester Finals.

### 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.

### V. Adjournment

The ITC's 4th Quarter meeting was adjourned at 12:08 p.m.



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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:

August 10, 2021