



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

MINUTES

Present:

Chair Bonifacio Sanchez

Director of Information Technology

Stevenson Kotton (**Not Present**)

Vice President of Business and Administration Affairs

Vasemaca Savu (**Not Present**)

Dean of Academic Affairs

Agnes Kotoisuva

Director of HR

Christian Sebastian

Director of Media

Verenaisi Bavadra

Director of Library

Michael Corpuz (**Not Present**)

Faculty Representative I

Curtis Vila (**Not Present**)

Faculty Representative II

Hatty Kabua

Staff Senate Representative I

Andreas Ned

Staff Senate Representative II

Manny Mottelang

Learning Designer

Tarantine Rudolph

for SGA Representative

Attendees via ZOOM

Rigieta Lord

Dean of WAVES

John Villafania

Web & Database Administrator

The Information Technology Committee’s meeting for July 2022, was called to order by the Chairperson at approximately 11:25 a.m.

The meeting started off with the mission statement being recited by the Staff Senate Representative I.

I. Review/Approval of the Previous Minutes

- A.** The MINUTES from April 26, 2022, were reviewed. The HR Director made a motion to approve, seconded by the Learning Designer. The motion was carried with no abstentions.



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DECISION

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

II. Announcement

A. Welcome Remarks by the Chairperson

1. The Chairperson and the ITC members welcomed the new Student Representative

B. New Equipments

1. The Chairperson shared the following information with the ITC members:
 - a) ZOOM installments at the Uliga, Arrak, and the DE Centers.
 - b) The ITC clarified who were considered as CMI's "essential" workers.
 - c) Equipments that were still on their way to Majuro.

III. New Matters Arising

A. Single Sign in Portal

1. The Chairperson shared with the ITC members the Quick Launch Modules.

B. Jenzabar

1. The Web & Database Administrator informed the members of the completion of the data migration process.
2. As per the Web & Database Administrator, there were on-going training regarding the new system.
 - a) The Chairperson added current requests regarding training for the DE Centers.

C. Cybersecurity Policy

1. The Chairperson will share with the ITC members the task force's goals.
2. The Chairperson stressed the importance of reporting any suspicious activities.
3. The ITC members were given their "first read" regarding the policy.

D. Cyber Bully Policy

1. The ITC members were given their "first read" to share the policy with their respective senates.

E.

IV. Other Matters

- #### A. The Chairperson shared the following:



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1. The Social Media Policy had been forwarded to be reviewed by the EC.
 2. The IT Handbook had been approved by the Executive Council on July 20, 2022.
- B.** The ITC members discussed developing an agreement that should also be signed by incoming new employees.

V. Adjournment

The ITC's meeting for July 2022, was adjourned at 12:07 p.m.

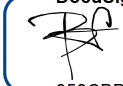
Submitted By:

Concurred By:

Approval Date:

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October 31, 2022

Meria N. Bollong
Secretariat Officer, EC

Bonifacio Sanchez, IT Director
Chairperson, ITC