



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

Accredited by the Western Association of Schools and Colleges

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**Information Technology Committee
11:10am June 28, 2022
Board Conference Room**

MINUTES

Present:

Chair Bonifacio Sanchez	Director of Information Technology
Stevenson Kotton (Not Present)	Vice President of Business and Administration Affairs
Verenaisi Bavadra	Director of Library
Agnes Kotoisuva	Director of HR
Christian Sebastian	Director of Media
Derick Debrum	<i>for</i> Dean of WAVES
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
Martin Toring	SGA Representative
John Villafania (Not Present)	Web & Database Administrator
Edward Alfonso	<i>for</i> Dean of Academic Affairs

The Information Technology Committee's meeting for June, 2022, was called to order by the Chairperson at approximately 11:09 a.m.

CMI's mission was recited by the Library Director, followed by the Chairperson welcoming the new SGA representative to the ITC.

I. Review/Approval of the Previous Minutes

- A.** The MINUTES from April 26, 2022, were reviewed by the ITC members.
- B.** The NOD Application needed further clarification, in which the Chairperson will clarify before the meeting minutes will be signed, approved, and posted on the CMI website.
 1. The NOD Application was launched last week by the Counseling department.



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- C. The HR Director made a motion to approve the previous meeting's minutes, seconded by the Learning Designer. The motion was successfully passed with one abstention.

DECISION

With the minor modifications, the MINUTES from April 26, 2022, were approved as presented.

II. Announcement

A. New SIS

1. As per the Chairperson, the new SIS system was to be launched during the Fall Semester 2022.
2. It was recommended that submission of grades needed to be on the 4th July 2022.
 - a) The proxy for the Dean of Academic Affairs shared that midterms were to be held on July 4, 2022.
 - (1) This will be considered during the meeting between the Chairperson/IT Director and the VPs.
 - (a) The data migration had been scheduled for July 6, 2022.

B. Single Sign-On

1. The Chairperson updated the ITC members regarding the implementation of *CMI's Single Sign-On*.
 - a) The Learning Designer suggested that the staff members taking CMI's courses should use their staff email instead of having two different emails.
 - (1) As per the Chairperson/IT Director, this was also recommended by the IT department.
 - b) The ITC discussed the suspension of emails for graduated students.
 - (1) A time-frame will be given to students to save their files/documents before their student email account is deleted.
 - (a) The Chairperson shared with the ITC members of a policy in progress regarding graduating students' email accounts.
 - (i) The drafted policy will be shared in the next meeting on July 26, 2022.
 - c) The HR Director inquired in regards to exiting sites/apps, using CMI's Single Sign-On.



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- (1) The Chairperson shared the objective of the implementation of the Single Sign-On.

III. Matters from the Previous Meeting

A. CMI Social Media and Procedures

1. The Media Director presented the document to the ITC members.
2. The ITC discussed II.4.a, filling in the blanks to complete the clause:
 - a) “A distant social media site or page must be set up by the *Communications Officer* and approved by the *Executive Vice President*.”
3. The ITC members also discussed the existence of the CMI Navigator’s Facebook page and the SIS-iNavigator page.
 - a) Both of the websites were using the CMI logo.
 - (1) It was recommended by the ITC that before materials, including the CMI logo, are activated, they must be reviewed by the Communications Officer to ensure that the CMI Social Media and Procedures is followed and enforced.
 - (a) The Communications Officer was recommended by the ITC to be an Administrator to any sites using the CMI logo.
4. After the document was carefully reviewed by the ITC members, the Library Director made a motion to approve, seconded by the HR Director. The motion was carried unanimously by the majority with no abstentions.

DECISION

With the recommendations, the CMI Social Media Policies and Procedures, were approved, as projected.

B. CMI Cybersecurity Policy

1. The Chairperson/IT Director updated the ITC members in regards to the development of the CMI Cybersecurity Policy.
2. The Chairperson elaborated and explained the existence of the following “malicious software,” such as *ransomware* and *malware*.

IV. Other Matters

A. IT Policy and Procedure Handbook

1. The Chairperson shared the EC’s recommendation regarding the document with the ITC members:
 - a) “The Chairperson/President recommended that each of the policies be presented in the right format.”



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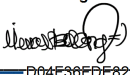
B. KOHA System

1. The Library Director shared the launch of the KOHA System with the ITC members, scheduled for Thursday, June 30, 2022, at 10:30 a.m.

V. Adjournment


The ITC's meeting for June 2022, was adjourned at 11:39 a.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

858C8DF98BCA4DD...

Bonifacio Sanchez, IT Director
Chairperson, ITC

Approval Date:

July 26, 2022