



**Information Technology Committee
11:10am October 26, 2021
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 Corpus	Faculty Representative I
Curtis Vila	Faculty Representative II
Andreas Ned (Not Present)	Staff Senate Representative I
Alan Keoni Murphy	<i>for</i> Staff Senate Representative II
Manny Mottelang	Learning Designer
Alexis Jacob	SGA Representative
John A. Villafania	Web & Database Administrator

Attendees via ZOOM

Verenaisi Bavadra	Director of Library
Vasemaca Savu (Not Present)	Dean of Academic Affairs

The Information Technology Committee's *second* meeting for AY 2021-2022, was called to order by the Chairperson at approximately 11:12 a.m.

I. Review/Approval of the Previous Minutes

- A. The MINUTES from August 10, 2021, were reviewed. The HR Director made a move to approve, seconded by the Web and Database Administrator. The motion was carried with one abstention.



DECISION

With no modifications, the MINUTES from August 2021, were approved as presented.

II. Announcement

A. ITC RSA 2021-2022

1. The ITC Chairperson informed the members that the *ITC RSA 2021-2022* has been approved by the Executive Council on October 6, 2021.
2. The Chairperson briefly reminded the members of the Committee RSAs, Assessment Reports, and MINUTES' procedure after approval.

B. Update on IT Equipment Bidding

1. The Chairperson informed the Committee on the status of the IT Equipment Bidding with the on island vendors for the following IT Equipments such as the following:
 - a) Faculty Laptops
 - b) Zoom Equipments for the Classrooms/Labs including for the DE Centers
 - c) Classroom Laptops and Computers
 - d) Staff Laptops
 - e) Mobile Computer Lab requested by the DevEd Department

C. Endorsement of CCTV Procedures to Plant & Facilities

1. The Chairperson shared that the *CCTV Procedures* has been endorsed to the Plant & Facilities Committee, as recommended by the SLT.
 - a) The Committee members discussed thoroughly if the student's consent management was included in the CCTV Procedures.

D. Online Vehicle Permit

1. The Media Director shared that all CMI Vehicle Permits have been merged online and will be in effect starting Thursday, October 28, 2021.
2. Vehicle Permits should be processed 48 hours prior to the needed date, and approved by the immediate supervisor, before being submitted via Docusign, to the respective VP.
 - a) Once approved, the request will automatically be shared with the Securities for a routine check before a confirmation will be sent to the requestor.
3. The Media Department will be sending an email to all the department managers in regards to the online link that contains the *Vehicle Permit*.

E. Phishing & Email Scam

1. The Chairperson reminded the Committee members to be cautious of possible email scams.



- a) NTA informed the Committee members of the occurrence of the possible email scam that had occurred using CMI's IP Address.

F.

III. New Matters Arising

A. Website Committee Update

1. As per the Website Committee Chairperson, an upcoming meeting will be called on in the following weeks.
2. The Website Sub-Committee shall meet at least 3x per academic year.

B. FYI: Decision Making Process

1. The Chairperson shared with the ITC members the Decision Making Process.

C. DocuSign Approval Process & eFileCabinet DMS

1. The Chairperson and the Website Subcommittee Chairperson shared with the ITC members the purpose of the eFileCabinet.
2. Only the approved College documents will be uploaded in eFileCabinet DMS.

D. Propose File Naming Convention Structured

E. DocuSign Template

1. The Chairperson explained the DocuSign Template and licensed requirement to the ITC members.
 - a) As per the HR Director, the HR department needs more licensed initiators in DocuSign in regards to generating needed documents.

F. Email Distribution: CMICOM@CMI.EDU Procedures

1. The implementation of the following document was discussed thoroughly by the ITC members.
2. A revision version was shared by the Chairperson with the ITC members.
 - a) This was agreed by the majority that the revised CMICOM@CMI.EDU Procedures will be voted on electronically.
 - b) The Library Director asked if the Dean of Student Success can be added as one of the moderators in regards to Student Announcements, in which the Chairperson responded that this would be a possibility.

IV. Adjournment

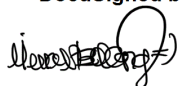
The ITC's *second* meeting for AY 2021-2022, was adjourned at 12:14 p.m.




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Concurred By:

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Bonifacio Sanchez, IT Director
Chairperson, ITC

Approval Date:

November 23, 2021