



IT COMMITTEE MINUTES

May 14, 2019, • 2:00 PM • Board Room

PRESENT: Boni Sanchez, Agnes Kotoisuva, Veranaisi Bavadra, Chris Sebastian, Manny Mottelang, Alvin Page, Mary Maupin, Rachel Salomon, John Vilafania

CALL TO ORDER: Boni called the meeting to order at 02:15 AM

REVIEW OF MINUTES: Minutes from February 12, 2019. Moved by Verenaisi, Second by Mary. Approved with no abstain with minor corrections

UPDATES:

- ❖ IT
 - Four Microsoft Surface is broken and replacements have been ordered. Do not charge surface pro with different charges.
 - Avoid replying all unless it is necessary.
- ❖ Library
 - Make their own inventory to track their budget expense.
 - Use of asset transfers when transferring equipment.
 - Training for staff who require basic computer skills. If the position requires computer skills then it should be tested during the recruitment process.
- ❖ Faculty
 - Computers may crash due to power outages and students may lose their files. It is best for students to save on Google Drive.
- ❖ CMI Website
 - New CMI website will be built using WordPress
 - It will be student and customer-focused

❖ Moodle

➤ We need to have a policy for Moodle.

ADJOURNED: 15:00 PM