



College of the Marshall Islands

1258 Ocean side, Majuro, Republic of the Marshall Islands
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IT Committee Minutes

March 19, 2015

Present

Boni Sanchez	Biuna Samson	Victor Garcia Jr.
Monica Gordon	William Reiher	Chris Sebastian
Ernest Canonigo	Jeremy Matthew	

Agenda

1. Approval of Minutes for February 19, 2015
2. Members Report
 - 2.1 Library
 - Printer for library
 - o Waiting for Stevenson to set pricing for printing. New printer will help save money for the college.
 - 2.2 Faculty
 - Hippofm.com, problem with silverlight
 - o IT will install Internet Explorer (IE) and Microsoft Silverlight (MS Silverlight)
3. Bulk Email Distribution Policy
 - Members will review draft Electronic Mail and Bulk Electronic Distribution Procedures and provide feedback
 - Emailing to groups will be controlled
i.e. Somebody sends email to ITcom, the email will not go through unless approved by an authorizing admin or office.
 - The Bulk Email Distribution Policy will be integrated in the IT Policies and Procedures
4. IT Policies and Procedures
 - Members will review current IT Policies and Procedures and provide feedback
5. Welcoming of Victor Garcia and Jeremy Matthew to the IT Committee
 - Boni will inform Executive Council (EC) of Victor and he will revise the RSA to include a subcommittee for IT Committee; Motion to include Victor and revise the RSA has been approved
 - The subcommittee, headed by Victor, will overlook content for the CMI website, Facebook page, and other websites associated to CMI
 - Members will review Sites Posting Policy and provide feedback
 - Jeremy will be representing the Student Body Council (SBA) for student concerns
6. Communications Director position is now open
 - The person will be posting on the CMI Website, submitting articles to journal and other CMI events that needs to be communicated to the public
7. Special Meeting
 - A special meeting is being called so members can participate in the SWOT & TWOS. The meeting will be called two (2) weeks from now
8. William will be suggesting to the Board of Regents (BOR) the redesigning of the CMI logo during the BOR retreat. CMI Media Club (CMC) is invited to participate in the redesign.