# IT COMMITTEE MINUTES

August 18, 2016 • 11:00AM • Board Room

**PRESENT**: Boni Sanchez, Agnes Kotoisuva, Lisa Jeraan, Moarieta Ientaake, William Reiher, Victor Garcia, Chris (representing CFO)

**CALL TO ORDER**: Boni called the meeting to order at 11:05AM
**Review of the Meeting Minutes 07/14/2016**
Victor Garcia moved to approve the Minutes, Chris Sebastian seconded.
Motion approved.

**Updates**

- ➢ IT Committee Member
  Executive Council (EC) has changed the membership of IT Committee with the inclusion of stakeholders (Administrators)
- ➢ IT committee will convene every second Tuesday of the month
- ➢ Document Management System (DMS)
  It has been difficult to manage and archive data. The DMS team researched five different software and selected "PowerTools". Power Tools offered the best price; it has Google Drive integration; it is secured; metadata feature; grouping; easier to use than the other software; MS office integration; version controlling of the document. It is $2.00/user. Since we are a school, we have 20% discount and the total per annum is $960.00.
- ❏ Boni will send the PowerTools link to the committee members
- ❏ Members will review the "Proposal for Document Management System" and vote online for approval
- ➢ Turnitin/iTehnticate
  - ❏ The faculty is interested in using these apps. Guidelines need to be composed first before allowing usage of these apps.
- ❏ Boni will send out changes that need to be made for the RSA, which includes the propose ITC subcommittee and also to include the Website committee. The WC subcommittee was previously approved in an ITC meeting on March 19, 2015.

**ADJOURNED**: 12:30PM

Online voting updates-
- The ITC committee members have approved the DMS PowerTools proposal, August 24, 2016
- The ITC committee members have approved the creation of additional subcommittee, Academic Technology Advisory Committee (ATAC) on August 24, 2016. This will be now presented to the next EC meeting.

**NEXT MEETING**: September 13, 2016 • 11:00PM

Minutes approved, September 13, 2016