

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

<b>Committee or Working Group:</b>	<b>Information Communication and Technology Committee</b>
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<b>Date: 01/22/2013</b>	<b>Time: 3:00 PM</b>	<b>Location: Board Conf. Rm.</b>
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<b>Members Present:</b>		<b>Members Absent:</b>
⤴ Shaun Suliol	▪	▪ Mason Tihpen
⤴ Cooper Etse	▪	▪ Roger Arnold
⤴ Nelchor Permitez	▪	▪ Alan Alosima
⤴ Monica Rivera	▪	▪ Gardner Edgar
⤴ Juvelina Rempis	▪	▪ Alvin Sinem
⤴ Dennis Gearhart	▪	▪ Kenson Santos
⤴ Darsy Augustine	▪	▪ Murphy Ribauw
⤴ David Johnson	▪	▪ Phyllis Silbanus
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<b>Additional Attendees:</b>	
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<b>Agenda/Major Topics of Discussion: Election of Officers</b>
<ol style="list-style-type: none"> <li><b>1. Fax Machine issue from Frankie Harriss.</b></li> <li><b>2. ICT function in approving use of Computer Technology Fee by IT.</b></li> <li><b>3. Report on Council of Chairs Committee.</b></li> <li><b>4. Other matters.</b></li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li><b>1. Fax Machine issue from Frankie Harriss.</b></li> </ol> <p>Frankie Harriss has expressed concern about the cost of maintaining fax machines within the COM-FSM system. The lines are expensive and subject to fraudulent abuse by unscrupulous employees. She suggests that COM-FSM retain one fax machine in the President’s office. Anyone needing to send a fax would be required to transmit the document to national site to be faxed.</p> <p>It was noted that fax lines can still be used even if the electricity is off. Concern was expressed that in the event of power failure remote sites would be left incommunicado without a fax line.</p>

A motion was passed that each site should have one fax machine and the office where each machine is located will be responsible for its security.

**2. ICT function in approving use of Computer Technology Fee by IT.**

Currently, the Director of IT can use money from the Technology Fee Fund in amounts up to \$5,000 without obtaining approval from the ICT committee. The issue was raised as to whether or not this is an appropriate amount. Also discussed was the potential for this process to be abused. The IT representative pointed out there are controls in place through the business office to prevent misuse. Chairman Nelchor asked the members to consider this issue and it was tabled until the next meeting.

**3. Report on Council of Chairs Committee.**

Chairman Nelchor gave a short report on items discussed at a recent Council of Chairs Committee meeting.

During this meeting Dr. Kathy Hayes made some requests to committee secretaries, as follows:

1. Committee minutes should be emailed to the entire college, using bcc.
2. Wiki documents should be in PDF format.
3. A certain naming protocol devised by Dana Lee Ling should be followed.

**Comments/Upcoming Meeting Date & Time/Etc.: TBA**

**Handouts/Documents Referenced:**

**College Web Site Link:**

<b>Prepared by:</b>	Dennis Gearhart	<b>Date Distributed:</b>	Jan 24, 2013
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**Approval of Minutes Process & Responses:**

<b>Submitted by:</b>	Dennis Gearhart	<b>Date Submitted:</b>	Jan 24, 2013
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

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**Action by President:** (this section will be filled in by the President’s staff reflecting the President’s decision regarding the recommendation from the various committees)

<b>Item numbers:</b>	<b>Approved:</b>	<b>Approved with conditions:</b>	<b>Disapproved:</b>	<b>Comments/Conditions:</b>