

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

Committee or Working Group:	Information Communication and Technology

Date: 04/15/2014	Time: 3:00pm(UTC+11)	Location: Board Conference

Title/Representative	Name	Present	Absent	Remarks
1. Chair – NTL S	Shaun Suliol	X		
2. Vice Chair – PNI S	Nelchor Permitez	X		Left early
3. Secretary – NTL F	Dennis Gearhart	X		
4. KSA S	Renton Isaac	X		
5. NTL F	Monica Rivera	X		
6. NTL S	David Johnson		X	
7. FMI S	Pius Mirey	X		
8. NAT F	Snyther Biza		X	
9. CHK S	John Dungawin		X	Net problems
10. PNI F	Alvin Sinem		X	
11. PNI S	Kenson Santos		X	
12. NTL F	Mihai Dema	X		
13. PNI F	Phyllis Silbanuz		X	
14. NTL S	Juvelina Rempis	X		
15. CHK F	Atkin Buliche		X	Net problems
16. PNI S	Cooper Etse		X	
17. KSA F	Sharon Oviedo		X	
18. NTL student rep	Jomer Manongsong		X	

Additional Attendees:

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Agenda/Major Topics of Discussion:

<ol style="list-style-type: none"> 1. COC and Committee Self-Assessments. 2. Elections for Officers. 3. Purchase Order Bids for Computer Lab Turnover. 4. Other Matters.

Discussion of Agenda/Information Sharing:

<ol style="list-style-type: none"> 1. COC and Committee Self-Assessments. <p style="margin-left: 40px;">Shaun reports that committees will be required to do self-assessments to evaluate their effectiveness. Monica suggested that we should start out as simply as possible at first and only focus on self-assessing a few things.</p> <p style="margin-left: 40px;">Shaun feels that we get better participation in the committee's business via virtual meetings. As such, he feels the committee should only meet face to face and over VOIP if it is absolutely necessary.</p>

There was a request from administration officials that the Council of Chairs has responsibility to enforce attendance at committee meetings. The COC felt this was beyond their authority and suggested anyone concerned about who attends meetings can check the committee minutes.

2. Elections for Officers.

We must have elections for new officers by the end of May. The new officers for next year will get training in their responsibilities sometime. This training may be mandatory and conducted over the summer break. This raised an issue concerning faculty who are not required to be here during the summer.

It was decided we would conduct the officer elections via email.

3. Purchase Order Bids for Computer Lab Turnovers.

The committee was tasked with reviewing four bids from three businesses in Hawaii to provide 64 computers for turnovers in the LRC and Education Department. The three companies and their bids were:

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|--|-------------|
| 1. Progressive Computer Services, Inc. | \$36,328.00 |
| 2. Progressive Computer Services, Inc. | \$39,324.00 |
| 3. Lowmarkup | \$36,300.00 |
| 4. Topher Konsulting Service | \$37,488.78 |

Each of the four listed bids was to provide 32 computers. IT Director Segal expressed to Shaun his desire to divide the total of 64 computers between two bids. The committee selected the two lowest bids: 1. Progressive Computer Services, Inc. at \$36,328.00 and 3. Lowmarkup at \$36,300.00.

Each vendor is required to provide a one-year warranty as manufacturer warranties do not usually apply to international purchases.

4. Other Matters.

Pius from Yap Campus expressed sincere gratitude for the new computers they received recently. They would also like to have some furniture, too.

Renton from Kosrae Campus brought up the issue of NIDA software, which has been in use since 2001, not working on newer computers which are 64 bits. He wants to know if they can upgrade to a newer version of the software which will work on the newer computers. Shaun said we will talk to the IT director.

Monica from National Campus inquired about the possibility of purchasing laptops for classroom use as there are sometimes conflicts between instructors who want to use the lab.

Monica inquired about purchasing a license to use a certain "turnitin" plagiarism checker (http://turnitin.com/en_us/home). This program automatically checks students' papers to determine if they have been plagiarized.

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

N/A

Handouts/Documents Referenced:

http://wiki.comfsm.fm/Committees/Information_and_Communications_Technology_Committee/April_15%2c_2014_Meeting

College Web Site Link:
http://www.comfsm.fm/computing/techpolicy.html

Prepared by: Dennis Gearhart	Date Distributed: 04/15/2014
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Approval of Minutes Process and Response:

Submitted by: Dennis Gearhart	Date Submitted: 04/24/2014
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Summary Decisions/Recommendations/Actions Steps/Motions with Timeline and Responsibilities

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)

Item Numbers	Approved	Approved with Conditions	Disapproved	Comments/Conditions