College of Micronesia – FSM
Minutes Reporting Form

Meeting Group:	ICT Committee

Date:	Time:	Location:
September 29, 2020	3:00-4:00PM Pohnpei/Kosrae Time 2:00-3:00PM Chuuk/Yap Time	Zoom

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
Chair	Nelchor Permitez (CTEC)	✓		
Vice-Chair	Edper Castro (NC)	✓		
Secretary	Yuuki Ohmura (NC)		✓	Meeting with SDBC at a very early time the next day. Need to rest and prepare.
Director IT (ex-officio)	Shaun Suliol	✓		
CTEC Faculty Rep	Danilo Ibarrola	✓		
CTEC Faculty Rep	Phyllis Silbanuz		✓	Not included in the ICT group email.
CC Faculty Rep	Atkin Buliche	✓		
CC System Spec.	John Dungawin	✓		
NC Admin Services	Eugene Edmund		✓	
KC Staff	Renton Isaac	✓		
KC Faculty Rep	Hiroki Noda	✓		
KC Faculty Rep	Penina Tulensru		✓	
FMI Staff	Petrus Ken	✓		
YC Staff	Berton Miginigad	✓		
YC Faculty	Raymond Permitez	✓		
NC OARR	Vasantha Senarathgoda	✓		
NC Faculty Rep	Dennis Gearhart	✓		
NC Faculty Rep	Mike Dema	✓		Subject for verification. Name appears on the

				Curriculum committee.
NC Staff	Chris Gilimete	✓		
NC Staff	Donovan William		✓	
LRC Rep	Juvelina Recana	✓		
CTEC Staff	Winter George	✓		Subject for verification.
SBA Yap Rep	Amberisa Wolrui		✓	

Additional Attendees:	None

Agenda:
<mark>**Here the link:**</mark>

https://comfsm.zoom.us/j/97852567005?pwd=Nm1UZnR3Wmh4UTNOMFkrMlhERTBXUT09
Meeting ID: 978 5256 7005   Passcode: 708443

1. Welcoming of New ICT members.
2. ICT Term Of Reference (TOR) review and recurring monthly meeting dates.
3. Governance Review Recommendation (page 16)
4. ICT Committee Spotlight (Governance Review) (page 45)
5. VPIEQA directives on minutes of the meeting and new protocol on ICT reporting.
6. VPIEQA Memo Sharing amongst the VP's, Deans and IC.
7. Other matters

Agenda/Major Topics of Discussion:

Welcoming of New ICT Members.
- The chair welcomes new members for the ICT committee and then introduces himself.
- Chairs tenure was extended for a year because of pandemic as recommended by the Secretariat.
- New members introduced themselves:
  - Berton Miginigad from Yap
  - Raymond Permitez from Yap

ICT Term of Reference review and recurring monthly meeting dates.
- Chair introduces possible changes for ICT Term of Reference (TOR) which are the following:
  - Change membership listings that instead of names it would be based on desired categories for membership. For example instead of John Doe it would be like "At least one faculty representative from each state campus (4 of them)".
  - Quorum to start a meeting would be 25 percent instead of a specific number or count of people.
    - Mr. Vasantha Senarathgoda clarified from the chair, if one representative means for one campus or for one department. Chair's response was for one campus.

- - - The IT Director clarifies that the phrase "at least one" means the minimum number of representatives to which the Chair agreed.
    - Mr. Atkin Buliche clarifies if an SBA representative is one student per campus. Chair's response was only one student representative from SBA allowed.
  - Communications and distribution of information
    - **Electronic voting adoption**: The sentence "The minutes are officially adopted at the next meeting" is changed to "The minutes are officially adopted at the next meeting **or thru electronic voting**" (*changes are in bold text*).
    - **Distribution and Filing**: The following sentences, "The Information Technology office then distributes the official minutes to all committee members. The Information Technology maintains a file on official Information Communications Technology Committee minutes", was changed to "The Information Technology office then distributes the official minutes to all committee members **and the office of VPIEQA**. The Information Technology **office and the ITC secretary** maintains a file on official Information Communications Technology Committee minutes" (*changes are in bold text*).
    - **Meeting information forwarding**: The after meeting information dissemination and forwarding was changed from ICT Director to VPIEQA. Specifically the sentence "Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the Information technology director" was changed to "Following each meeting, the chairperson informs all concerned of decisions or forwards recommendations from the committee to the **Vice President for Institutional Effectiveness and Quality Assurance (VPIEQA)**" (*changes are in bold text*).
- All of the above proposed changes were voted unanimously and approved by the fifteen (15) people who were present during the meeting including the Chair and the Vice-Chair.
- Chair reviewed the ICT responsibilities for each member of the committee.
  - Chair remarked that there are some responsibilities that were never executed.
  - Chair summarizes three areas of ICT responsibilities:
    - Recommend/review policies.
    - Recommend/review ICT related purchases by the college.
    - Each member is the representative to each area where he/she belongs and thus to voice out ICT related concerns and as well as disseminate information to them.
  - Chair challenged each member to be more aware of what ICT committee is all about and become more proactive in their actions.
- Recurring meeting dates
  - Reminds the committee that there will be meetings each month and it would be every last Tuesday of the month.
  - Some meeting dates are not tenable thus some will be done earlier than the usual last Tuesday of the month.

Governance Review Recommendation.
- Summary of Recommendations that concerns ICT:

- Chair goes to the summary of recommendations from the Governance report and noted that only letters a, b and h that relates to ICT committee which are the following:
  - a) Clarify timeline for next review of BP2200 and accompanying AP2200; and BP6026
    - Chair mentioned that in ICT committee's case it would be BP8000 (technology fee), BP8010 (Intellectual Property) and AP8010 (Administrative procedure for technology fee) that would be tackled. Scheduled to be reviewed by October to be presented to the BOR meeting in December 2020.
    - BP8010, AP8010 and BP8000 will be distributed and reviewed by the ICT members in group before October 27, 2020.
  - b) (In ToR) ICT to report via VPIEQA (ICTC)
    - This is already discussed and voted on the proposed revisions of TOR for ICT.
  - c) Create online training tutorial "How to Post Minutes" (IT)
    - IT Department will handle this one.

ICT Committee Spotlight (Governance Review).
- Recommendation and result of the survey
  - As for the recommendations and results of the survey the Chair noted that ICT is in good shape especially in relation to the average results from other committees.
  - The Chair then recommended that ICT committee should focus on what doesn't work so well on ICTC which are the following:
    - The communication technology is OK depending on the bandwidth.
      - There has been improvement on this as per the Chair and IT Director Suliol.
    - No refreshment
      - This would be brought up to the higher ups. But for now since meetings are virtual it would be difficult to do so.
    - It feels like the agenda is solely driven by the chair. Although the table is open for questions, concerns, and alike, there is no participation from members.
      - Chair emphasized that he wants shared governance and thus he will put up the agenda early and ask each member if they want to discuss something that would be part of the agenda for the meeting.
    - We don't receive feedback on our work submitted to the secretariat.
    - Sometimes there are projects and/or works in the college that are ICT-related but the ICT committee is not informed.
      - IT Director Suliol was asked about this but was not sure what this meant. So, he provided information about what recently have changed in terms of broadband connection from different campuses including those campuses that have slower connections. He noted that those campuses now have much better and speedier connections at this point compared to before.

VPIEQA directives on minutes of the meeting and new protocol on ICT reporting.

- All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. Members are to comment within the next three working days.
- After approval of the minutes, it will be then distributed to members and a copy will be given to the office of VPIEQA.

VPIEQA Memo Sharing amongst the VP's, Deans and IC.
- Before the end of the month, the VPIEQA would create and share widely 'monthly memo' updates based on committee minutes – college news and updates in digestible format.

Other matters.
- Mr. Atkin Buliche said thank you to the Chair for the meeting and IT Director Suliol for the upgrade of connections for different campuses. He also mentioned about the students having difficulty logging in on Schoology at Chuuk Campus.

Meeting adjourned at 4:00PM Pohnpei time.

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:
New ICT members.
ICT Term Of Reference (TOR) review and recurring monthly meeting dates.
Governance Review Recommendation (page 16)
ICT Committee Spotlight (Governance Review) (page 45)

College Web Site Link:

Prepared by:	Edper M. Castro	Date Distributed:	September 30, 2020

Approval of Minutes Process & Responses:				
Name	Aye	Nay	Remarks	Date voted
Nelchor Permitez (CTEC)	✓			Sept 30, 2020
Edper Castro (NC)	✓			Sept 30, 2020
Yuuki Ohmura (NC)				
Danilo Ibarrola	✓			Sept 30, 2020
Phyllis Silbanuz				
Atkin Buliche	✓			Oct 1, 2020
John Dungawin	✓			Oct 1, 2020

Eugene Edmund	✓		Did not attend the meeting	Oct 1, 2020
Renton Isaac	✓			Oct 1, 2020
Hiroki Noda	✓		Correction: Attended the meeting	Oct 1, 2020
Penina Tulensru				
Petrus Ken	✓		Correction: Change name from Ken Petrus to Petrus Ken	Oct 1, 2020
Berton Miginigad	✓			Oct 1, 2020
Raymond Permitez	✓			Oct 1, 2020
Vasantha Senarathgoda	✓			Oct 1, 2020
Dennis Gearhart	✓			Oct 1, 2020
Mike Dema	✓			Oct 1, 2020
Chris Gilimete	✓			Oct 1, 2020
Donovan William				
Juvelina Recana	✓			Sept 30, 2020
Winter George	✓			Oct 1, 2020
Amberisa Wolrui				

Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:				
Action by President:				
Item #	**Approved**	**Disapproved**	**Approved with conditions**	**Comments**