

College of Micronesia–FSM Minutes Reporting Form

Meeting Group:	Information Communications and Technology Committee	
Date:	Time:	Location:
10/27/20	3:30 – 4:45 Pohnpei / Kosrae 2:30 – 3:45 Chuuk / Yap	Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:		
Activities	Deadline	Person Responsible
<p><u>Your committee's agenda:</u></p> <ol style="list-style-type: none"> 1. Review of BP 8000 (Technology Fee) and BP8010 (Intellectual Property). 2. Assignment of Group A and Group B to review BP 8000 And 8010. 3. Timeline of the review and submission to the office of VP IEQA. 4. Reporting of each campus regarding IT situation (infrastructure & online learning). 	November 10	Committee
<ol style="list-style-type: none"> 1. Consolidate committee inputs. 2. Draft Board Policies with new language 	Prior to next meeting	Chair +Vice Chair
<ol style="list-style-type: none"> 1. Create minutes 2. Disseminate to committee for approval 3. Revise minutes (if necessary) 4. Post minutes to wiki 	October 29 October 29 November 2 After approval of minutes	Secretary
<ul style="list-style-type: none"> • 		

Members:

Titles/Representative	Name	Present	Absent	Remarks
Ex-Officio Member	Shaun Suliol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Chair	Nelchor Permitez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vice Chair	Edper Castro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Secretary	Yuuki Omura	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CTEC Faculty Rep	Danilo Ibarrola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CTEC Faculty Rep	Phyllis Silbanuz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CC Faculty Rep	Atkin Buliche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CC System Spec.	John Dungawin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NC Admin Services	Eugene Edmund	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
KC Staff	Renton Isaac	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
KC Faculty Rep	Hiroki Noda	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
KC Faculty Rep	Penina Tulensru	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FMI Staff	Ken Petrus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
YC Staff	Berton Miginigad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
YC Faculty	Raymond Permitez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NC OARR	Vasanth Senarathgoda	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NC Faculty Rep	Dennis Gearhart	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NC Staff	Chris Gilimete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NC Staff	Mike Dema	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
LRC Rep	Juvelina Recana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SBA Yap Rep	Amberisa Wolrui	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Agenda:

1. Review of [BP 8000](#) (Technology Fee) and [BP8010](#) (Intellectual Property).
2. Assignment of Group A and Group B to review BP 8000 And 8010.
3. Timeline of the review and submission to the office of VPIEQA.
4. Reporting of each campus regarding IT situation (infrastructure & online learning).
5. Other matters.

Agenda/Major Topics of Discussion:

1. Review of BP 8000 (Technology Fee) and BP8010 (Intellectual property)

Board Policy 8000 (Technology Fee) and Board Policy 8010 (Intellectual Property) was passed to the ICT committee for review, as last review and revisions were conducted 2017 (BP8000) and 2009/2014 (BP8010). To facilitate collaboration within the committee, 2 documents, via Google Docs, were created for members to input comments and/or amendments to the current Board Policy.

Discussion

BP8010

Chair asks Ex-Officio member for insight of Intellectual Property.

Ex-Officio member: In terms of computer software purchase by the College, the main purpose is to prevent theft, reselling, and use of intended purposes. In terms of written works, publications, pictures, etc., it serves as the College's copyright policies.

Chair: would the Intellectual property also include internal and external Intellectual property? Such as: reading materials, publications used by faculty and staff, but owned by outside sources.

Ex-Officio: If used in the context of the serving the College, it should be, however it is a discussion that should be further clarified within the committee.

BP8000

Ex-Officio shared the history and purpose of Tech Fee, calling for specification on what Tech Fee can be used for, as it is often a target to pull from for other purposes.

Vice Chair asked Ex-Officio member if he has the dollar amount and/or percentage of the costs of software, subscription, licensing, internet on an annual basis. Ex-Officio has the dollar amount, as they budget of for these costs in operations, but not out of Tech Fee.

Vice Chair proposed simplifying the Tech Fee to 3 categories: Computer hardware, Computer software, and Internet.

NC Staff concurs with Vice Chair and Ex-Officio in allocating percentages to the categories for specificity.

CTEC Faculty notes that Tech Fee in the past had been used for emergencies situations like contractual for digging ditches for Internet cables.

2. Assignment of Group A and Group B to review BP8000 and 8010

Chair recommends creating documents that members can edit, rather than assigning 2 groups to revise the policies.

3. Timeline to review and submit to the office of VPIEOA

Chair proposed a 2-week deadline, ending November 10, 2020. The committee voted in agreement with the deadline date.

4. Reporting of each campus regarding IT situation (infrastructure & online learning)

Yap – 3 labs; 15 computers in each lab; heavy traffic in the mornings with low traffic in noon. Faculty have received equipment except for webcams.

Chuuk – 3 labs; English labs are used for Zoom as LRC lab does not have webcams and microphones

Kosrae – Nothing to report.

CTEC – Some students are experiencing slow connections on laptops, however are fine on phones. There are not enough computers to accommodate the students in the labs. Some students have not received feedback from their instructors. Unsure if it is a connection problem. Our IT tech is 90% complete with transferring the switch in the math/sci lab, and are working to wire the faculty computers. Bandwidth has improved significantly. Wi-Fi is not available within the faculty rooms and or shops. Vice chair voiced concerns that CTEC labs should be open from 12pm-1pm as it is prime time for students who need to use the labs, and asked CTEC rep to forward to IC or Dean at CTEC. CTEC LRC is also operating on weekends.

National – Not much traffic in the LRC, especially from 3-5pm. Very low student turnout. Sometimes Cengage hangs and files can't be opened, mostly in CA100. The LRC now opens on weekends from 9am – 1pm with very low student turnouts.

Comments/Upcoming Meeting Date & Time/Etc.:

Upcoming Meeting Date: November 24, 2020

Handouts/Documents Referenced:

[BP8000](#)
[BP8010](#)

College Web Site Link:

<http://www.comfsm.fm/>

Prepared by:

Y. Omura

Date Distributed:

10/29/2020

Approval of Minutes Process & Responses:

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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments
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