

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

Committee or Working Group:	Information Communication and Technology

Date: 01/31/2017	Time: 3:00pm(UTC+11)	Location: Board Conference Room

STANDING COMMITTEE				
Information Communication and Technology Committee				
	Titles/Reps.	Names	Present	Absent
1.	Committee Chair	Shaun Suliol	X	
2.	Committee Vice-Chair	Nelchor Permitez	X	
3.	Committee Secretary	Yuuki Omura	X	
4.	Chuuk Campus Faculty Rep	Edson Asito	X	
5.	Chuuk Campus Staff Rep	John Dungawin	X	
6.	Kosrae Campus Staff Rep.	Renton Isaac	X	
7.	Kosrae Campus Faculty Rep.	Lyte Chapap	X	
8.	Kosrae Campus Staff Rep.	Hiroki Noda	X	
9.	National Campus Staff Rep.	Juvelina Rempis		X
10.	National Campus Staff Rep.	Twyla Poll		X
11.	National Campus Staff Rep.	Vasantha Senerathgoda		X
12.	National Campus Faculty Rep.	Edper Castro	X	
13.	National Campus Faculty Rep	Monica Rivera	X	
14.	National Campus Faculty Rep.	Mihai Dema	X	
15.	National Campus Staff Rep.	Nixon Soswa,		X
16.	Pohnpei Campus Staff Rep.	Winter George	X	
17.	Pohnpei Campus Faculty Rep.	Danny Ibarrola	X (Go-To)	
18.	Pohnpei Campus Faculty Rep.	David Schelter		X
19.	Pohnpei Campus Faculty Rep.	Phyllis Silbanuz		X
20.	Yap Campus Staff Rep.	Pius Mirey	X	
21.	Yap Campus Staff Rep.	Ezra Choay Yoror	X	
22.	FMI Staff	Ken Pedrus		X
23.	Student Body Association Rep.			

Additional Attendees:	
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Agenda/Major Topics of Discussion: Proposed IT replacement and purchase policy of computers and digital devices for full-time faculty/staff use.

Purpose of policy exists to set a process by which the college procures, replaces and disposes technology equipment in a more formalized procedure. The Technological items that the policy refers to are the following items: Desktop computers, Laptops, Handheld Devices, Monitors, Printers and/or Scanners, and smartphones. The computers will be used in a 3-year life cycle by the college before being replaced in order to maintain and offer best available equipment. Purchase of technology will also run through the IT department, therefore creating a more streamline process. The policy proposes that the IT department will have additional inventory of computers for replacement purposes, in the event that the computer fails and is deemed un-repairable by the IT Office, the scope of work has changed, or there is a change in the position of the College.

The floor was opened for comments/questions regarding the policy.

Kosrae Campus questioned whether technology would be purchased through the National IT department or the state-respective IT departments.

Vice-Chair, Dr. Nelchor Permitez, requested clarification on the policy to define whether the policy covers all teaching/non-teaching staff/faculty.

Monica Rivera questioned what would happen after the 3-year cycle. As stated in the proposed policy: Replaced computers will be surveyed and put into redistribution for temporary use where applicable. Excess or defective computers that have been replaced will be removed from College inventory or auctioned or disposed of in accordance to College Policy.

Edper Castro requested an additional categorizing of the Next Unit of Computing (NUC) items as they would fall in between Desktop Computers and Laptops.

Chairman, Shaun Suliol, expressed that the goal of the IT director is to bring up this policy during the next board meeting for final discussion/approval.

Mike Dema questioned how soon could this policy be implemented. Chairman reaffirmed that the policy must officially go through the board first, but in the event of an emergency, such as a faculty not having a computer to work with, a purchase can be pushed through.

Vice-Chair, reaffirmed that technology obtained through donations must be tagged, and must therefore must be coordinated with the IT Department before being accepted.

Question was raised whether the college can donate computers past the 3-year life cycle, to high school for example. Chairman stated that there is a current procedure in handling used computers. First if still working it will be distributed to initiatives or activities internally, if not they will be auctioned tot he public. They can be donated, but the image and reputation of the college is taken into co consideration. Therefore if the equipment is too old or broken, the College will prefer to discard them as opposed to donating them. It is implied that the IT director and his personnel will have the final say on the matter.

Floor was closed and the vote to endorse the policy was opened. All present members of the committee voted in approval.

Committee's Congratulations to Hiroki Noda

The ICT committee wishes to congratulate Hiroki Noda for the completion of his Bachelor's Degree.

Discussion of Agenda/Information Sharing:

Reports:

National

- Eder Castro inquired how divisions could order computers.
 - Chair stated that the IT director is waiting for the board meeting before any computers can be purchased, however emergency scenarios can move things forward in the purchases.
- Monica Rivera inquired the possibility of purchasing headphones for Language/Literature Lab, as most students do not have their own audio peripheral.
 - Chairman stated that it is possible, but monitoring of equipment is needed.

Yap

- Faculty is requesting another smart board.
 - Will share with IT director
 - Advised to also report to IC/VPIA regarding the issue.

Chuuk

- Antenna supporting cable has fallen due to rust.
- Faculty requests assistance with replaced computers
 - Chairman will discuss both of these items with Chuuk representatives in more detail.

Kosrae

- Instructional Division requests purchase of laptops/projectors for classroom/faculty use.
 - Chairman also advised Instructional Division to report to VPIA regarding the matter.

Pohnpei

- Smart board needs to replace bulbs
- Some old/new faculty members still do not have computers to work with.

Comments/Upcoming Meeting Date & Time/Etc.:

Next meeting: TBA

Handouts/Documents Referenced:

Information Technology Replacement and Purchase Policy

College Web Site Link:

Prepared by: Yuuki Omura	Date Distributed: 02/03/2017
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Approval of Minutes Process and Response: Minutes approved on February 06, 2017

Submitted by: 02/06/2017	Date Submitted: 02/06/2017
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Summary Decisions/Recommendations/Actions Steps/Motions with Timeline and 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)

Item Numbers	Approved	Approved with Conditions	Disapproved	Comments/Conditions