



IT COMMITTEE MEETING MINUTES

DATE: Wednesday, April 4, 2018

TIME: 4:00 PM

LOCATION: G. L. Smith Bldg. Conf. Room

ATTENDING:

Mike Rountree
Norma Kennedy
Ashley Woods
Tanner Peebles

Statesboro Attendees:

Treva Johnson
Kathy Whitaker
Christine Xie

ABSENT:

Dr. Deborah Vess
Dr. Lee Cheek
Kelly Ansley
Karen Curl
Natasha Goss

The meeting was called to order at 4:05 PM by Mike Rountree, chair.

Mike provided a brief introduction of faculty and staff committee members and welcomed the student representative, Tanner Peebles. Tanner is a junior in the biology program and will be with us another year, so the committee is appreciative that he is able to participate for a longer time period.

I. Review of purpose/functions of committee and membership

- a. Mike provided a brief history and overview of the IT Committee, one of many standing committees of the college:
 1. The committee was originally formed as an IT Task Force by President Boehmer and was later converted into a standing committee. The committee was expanded to thirteen members, so it has been challenging to schedule mutually convenient times for the committee to meet regularly.
 2. The IT Committee also has six Ex-Officio, non-voting members (IT staff) who are available to assist the committee as needed.
 3. There are currently 14 IT policies and procedures listed on the website that the committee is responsible for reviewing, along with one new proposed IT policy.
 4. Additionally, the committee is responsible for reviewing and evaluating hardware and software standards in anticipation of technological trends and their potential impact on the academic environment.
 5. Mike provided the online path for the IT Standing Committee information:
>Home Page > Offices > President's Office > Standing Committees > IT Committee.
This page contains the committee's purpose, functions, membership composite and minutes from meetings.

II. Review of previous meetings and activities

- a. The last committee meeting was held on April 26, 2017 due to schedule conflicts with committee members.

- b. The committee is utilizing Office365 One Drive to share files for review and editing of the policies. This process has worked well in the past, so we will continue to utilize it.
- c. Mike reminded committee members that all EGSC students, faculty and staff all have 2 terabytes of space on the OneDrive Cloud. Additionally, regarding Office 365, Mike mentioned that plans are underway to transition EGSC student email to Office 365 by the start of fall semester 2018; and resources permitting, also transition EGSC faculty & staff email to Office 365 by the start of fall semester 2018.
- d. Mike noted that the committee has not had an opportunity to evaluate hardware and software, but encouraged members to let him know if there are opportunities in their respective areas to help increase efficiency and positively impact the academic environment. One recent example is the implementation of the new StarRez program for housing.
- e. Although the committee has not formally met for a while, work has been ongoing for major IT projects such as the Academic Building Expansion, Degreeworks and the new security policy.

III. Discussion of IT policies

- a. The committee has been working on revisions to two of the more comprehensive IT “umbrella” policies, 11.1 and 11.4, since they have the largest bearing on the campus at-large: “Campus Computer and Network Usage Policy” and “Acceptable Use Policy.” Revisions for these two policies are almost complete so that they can be submitted to the Cabinet for review and approval. They were not finalized previously due to anticipated updates with USG’s IT security policy that impact our local policies.
- b. Mike shared the path to view IT policies:
> EGSC website >Offices >President’s Office >Policies and Procedures of the College >Section 11 Information Technology.
- c. Mike also shared a copy of a new IT policy: Physical Security of Information Resources.

IV. Next steps of committee

- a. In an effort to create more efficiency within the large IT committee, a motion was made by Norma, and seconded by Ashley and Treva, to create a smaller subcommittee for policy review. The motion was approved unanimously.
- b. The Policy Review Subcommittee members are Mike, Treva, Ashley and Norma. They will share revised policies with the entire committee for review and input before submitting to the Cabinet, and possibly the Faculty Senate, for final approval.
- c. The Subcommittee will finalize Policies 11.1 and 11.4 using Office365 One Drive. Mike will share documents with the subcommittee so that they can begin their review.
- d. Mike thanked everyone for their willingness to serve on the subcommittee and reminded members of this group to enable the “Track Changes” option when making revisions to the policies so that everyone is able to see the proposed revisions.
- e. On April 19, 3:00 p.m., the IT Committee will have its annual meeting with President Bob Boehmer in the President’s Conference Room to provide an update on the committee’s work and plans. The meeting should last an hour. Skype Bridge, Polycom and call-in will be available for committee members who work on external campuses.

V. Questions/Follow-up discussion

- a. Victor Poole, Web Services Specialist, will assist the committee in getting the minutes posted on the webpage and will make any other necessary updates to content on the page.
- b. Norma volunteered to get the minutes typed up for committee review and approval. Mike stated that he will share them with the committee via One Drive.
- c. Mike reminded committee members let him know if they will or will not be able to attend the meeting with Dr. Boehmer.

VI. Next meeting date

- a. Committee meeting with Dr. Boehmer, 4/19/18, 3:00 PM, PCR.
- b. The next regular committee meeting will be determined at a later time.

With no further business to discuss, the meeting was adjourned at 4:45 PM.