IT Committee Meeting

Minutes

ATTENDING:		ABSENT:
Mike Rountree	**Statesboro Attendees:**	Dr. Donald Avery
Norma Kennedy	Treva Johnson	Karen Curl
Carol Scott	Kathy Whitaker	Natasha Gross
Brannon Braddock	Christine Xie	Dr. Lee Cheek
		Kelly Ansley

Meeting called to order at 10:30 a.m. by Mike Rountree.

Mike gave brief, casual introductions to acquaint the committee with the current members. He announced that this would be Brannon's last meeting as he is graduating on May 5th and heading off to UGA this fall.

I. Review of purpose/functions of committee and membership

a. Given the gap of time since the most recent previous meeting on 11/19/2015, Mike note that the Banner Access Policy was part of the hold up to meeting regularly.
b. Today's meeting will just be an informative meeting session to get everybody up to speed.
c. A new student rep for the IT Committee will not likely be assigned until Fall Semester.
d. Mike offered a brief history and present status of the IT Committee:

1. *Started out as IT Task Force, per Dr. Boehmer's request. Later, it became an official standing committee.*
2. *There are 14 Policies and Procedures listed on the web site for the committee.*
3. *The committee is presently evaluating these policies and creating standards for hardware and software.*
4. *We're taking a look at technological trends to determine what we want to accomplish.*

e. Brief overview of the structure of the committee. Online path to IT Committee info is as follows: >Home Page >Offices >Standing Committees >IT Committee
f. Listed on the committee page are the purpose and functions, membership structure and meeting minutes.

II. Review of previous meetings and activities

a. From the Nov. 19th minutes, # 2: Office365 One Drive
b. Initially Google Docs was being used; later switched to Office 365
c. Faculty, staff and students all have space on the OneDrive cloud – 2 Terabytes each.

III. Discussion of IT policies

a. Mike noted the main two links for the committee's current review of policies and procedures:
b. >Home Page >Offices >Policies and Procedures of the College >Campus Computer and Network Usage Policy and >Acceptable Use Policy.
c. When making changes to a policy document, remember to click/enable the "Track Changes" option located in the Review option of the main menu. Disable "Track Changes after making your changes.

d. Mike demonstrated a few of the editing functions and tracking capabilities.
e. Next policies to review: Wireless Network Access Policy and Telephone Use by Faculty/Staff Policy

IV. Discussion of Office365

a. Mike gave a brief 365 online demonstration for the Swainsboro and Statesboro attendees:
b. 365 information and download found on the EGSC portal home page.
c. MS Office can be installed free from the EGSC portal: >Click on Office365 >Log in with usual portal login. >Click on Install Office 2016
d. Mike showed documents currently in OneDrive.

V. Next steps for Committee

a. Mike presented the following action items:
b. Ensuring everyone's access to (and ability to review) the policy documents
c. Preparation for the fall Committee meeting
d. Encouraging the Committee to review the policies
e. Next steps – after policy changes are approved – is on to the President's Cabinet and potentially to the Faculty Senate.
f. There are 14 policies and procedures to revise, and Mike stated that he is open to suggestions for how to expedite.
g. Revisions of the policies and procedures is a top priority.
h. Mike stated that his goal is to have these two policies and procedures approved by the IT Committee, President's Cabinet and Faculty Senate by EOY 2017.
i. Hopes to get changes approved in time to get approved by the Cabinet, which meets the last Tuesday of each month.
j. Mike does not foresee too many major changes. The main changes have already been made.

VI. Questions / Follow-up discussion

a. BANNER Access Policies were approved since the Committee's last meeting.
b. Minutes for today's meeting will be distributed before the end of next week.

VII. Next meeting date

a. Norma suggested establishing a standing meeting day each month for the Committee, though still with some flexibility. She suggested that this might help the Committee stay on track with holding meetings.
b. Mike will have Carol to send out an email poll to see which next meeting date might work best for the Committee members.
c. Mike anticipates next meeting in September.

Meeting adjourned at 11:19 a.m.

Minutes prepared by: Carol Scott