

Interim Governance Meeting Minutes

The Interim Governance committee held their regular monthly meeting on May 3, 2006 in President Conference room at 1:30 pm. Kamlesh Sanghvi, CIO of I.T. was facilitator and Mary Ann Williams was recorder.

Discussion items/Summary

Kam welcomed Kelly Conrad, counselor and Alan Hall, custodian. The non voting members present were Jim Swineheart, Mark Pocaro, and Mary Ann Williams.

The suggestions made from the question on how to improve the meeting were: Keep it to one hour and stay adhered to agenda.

Approval of Minutes

It is noted that all minutes and agendas will be posted on website under IT governance from the IT web page.

No emails will be sent out and you can read all news and reports on website as well.

There were no changes to last month's minutes. Kam asked for acceptance.

Minutes accepted. Motioned by: Tim Trainor Seconded: Rosemary Zink

Action Items from Last Meeting

There were questions whether new website would be compatible and we have found that it is. Scott did some checking with various browser; i.e. firefox, and it seems to be okay.

- ❖ Kam submitted the purpose and function of Tech Governance committee to the council.

 Additions to the document are:

 Add IT strategy plan as part of the responsibility.

 Add category of the members instead of names.

- ❖ Tim asked: What are the technology roadmap issues?
 Answer: This is where we take a look at what we are and where we want to be in a couple to 5 years. This would be like our long range plan and how it relates to the strategic plan.

 Sue noted that under Online classes it should read Distance Ed.

- ❖ Scott to find out if uptime report of server could be broken down in regular hours and off hours-It can be done to an 8-5 shift or leave as a 24/7

- ❖ Tim mailed old acceptable use policy out and explained we could use this as a building block.
 - If incomplete, it will stay on agenda

CIO Update

Kam was pleased to announce that HEC lobby and offices are all wireless now. He is expecting full campus by end of 2007. If this is not approved, we will go as far as we can with budget allowing. We have gone from 1 to 3 T Lines. The previous system was two 1.5MB T1 connections providing 3MB of bandwidth. As part of the Shoreline project, our ISP, Merit, installed a 1GB fiber connection that has been rate-controlled to allow the college to operate on 9MB of bandwidth. We currently average between 4-5MB of bandwidth utilization and occasionally peak up to the 9MB limit. We have been tracking for a 2 week period.

User services has been busy moving the testing center which has moved across the hall from I.T. in old lab area. Network services has been installing VOIP (Voice over IP) phones, as well as wireless and setting up the mapping to new website. Media has moved to the I.T. office. The new website was launched on Friday, May 1st. Everything seems to be working well. We just missed changing the DNS (muskegon.cc.mi.us). We noticed on Monday that if any searches were done, it would give the muskegon.cc.mi.us address. Scott and Mike changed DNS entry and created customized the 404 page and made it work so that it now maps to new website.

Kam has been tracking visitors on the college's website with webtrans. He showed some visuals on how many visitors within the last 2 weeks have come to the MCCs site and noted that there was a 1090 repeat visitors from the 4691 who came into the site.

Question: Are these inside or outside visitors?

Answer: Both

Tim asked how would this report work for someone who don't allow cookies and Kam said it would give no detail info if not.

It is also noted that of the visits recorded, most were using Windows XP. Kam will put this report on the website. This report will also show pages that have been downloaded as well.

Question: Kelly wanted to know what could be done if there are documents that did not make it over to new website.

Answer: Talk with Julie Weller or Nathan King can help.

Kam publicly thanked Nathan for his help with getting the information from old site brought over to new website. Nathan was very helpful with assisting those who participating in the workshops held for getting information transferred.

Rosemary wondered if there would be an email going out to students announcing the website address. Kam said that even if one types the old address of Muskegon.cc.mi.us, it will automatically go to the new address. This will be less confusing for students.

Jean wanted to know if the webtrents could check registration hits. It shows current students at 1464 visits.

Student Email

We are in the process of rolling out the student email. Each student will have an email account. We are currently working a tool whereas students can reset their own email address. It will be as follows: firstname_lastname@muskegoncc.edu. Question was: What happens if student want their mail to be re-directed to their personal account? Kam stated that our communication will be that we send all information notices or announcements to the MuskegonCC account. We will give them a choice to have it forwarded to their personal email but they can do that themselves.

Scott is creating 4000 mailer inserts announcing the coming of student emails along with distributing 75 fliers on each bulletin board.

Carol: Will students use this login in the fall for lab usage? Tim asked if this login will be used for the printing control as printing is continuing to be a problem.

Web Committee Updates

Kam for Julie: Julie is out this week- Kam asked if there were any questions for Julie and he would try to answer for the group.

Comment: Jean said someone commented to her that online registration should be on homepage.

Datatel Updates

Theresa noted that everything is moving along with Datatel. Accounts receivable has been training this week. The July 1st implementation for GL and AR is still a go.

Old Items (Please refer to document on visual) Laptop Vs. Desktop

Kam talked about the proposed policy and gave visual to committee for them to review. He noted that this policy has been presented to the department chairs and coordinators. It is too late this fiscal year to put in place. We have to make sure this policy is passed through the cabinet members.

Becky Evans wanted to know if everything has been put on hold. Kam said he is going to sit down with Bob on 5/4 and go over the budget stuff.

Question: Is this written in stone under 'Eligibility' where it says replacement.

Kam said this policy is a starting point for us to work with. Question asked was: What is life cycle?

Kam explained that first we must have a usable inventory and we will have that by beginning of June whereby it will disclose what kind of computer each person has and how long. After this, a list will be kept for replacement.

Question: Will people be made aware of the list?

Kam: "Yes, it will be shared". He noted that he has asked for 150 computers. Noting that the CAD lab will be the first to be replaced as they are working with heavy software need and need high end; then the replacement will trickle down.

Pam Brown asked if each department should put in individual budget for new equipment.

Jean: Will we have laptops to check out?

Kam stated that check outs will be available from college services.

*Next Step

Look over document and we will take to cabinet meeting.

Kelly: What about security? Do we need to have user sign a responsible clause or consent?

Kam: We can talk more at next meeting.

Acceptable Use Policy

Tim explained that last year there was a committee that went through extensive research and meetings to come up with the acceptable use policy that we have. The policy that was originally out there was full of 'Don't Dos'. He created the flow chart because for every instance stated in the policy, there is another place where it takes on.

Discussion ensued:

What about radio downloading? Is this addressed? Do we need to make specifics as to what will happen?

Kelly noted that maybe we could give some examples but we need some vagueness.

Sue asked, "Who is the enforcer"? Kam stated that everyone is responsible to report misuse. If it is a student then it would be directed to V.P. of Students.

Other Issues

Sue asked who would be responsible for maintenance of classrooms-160 & 162. Explained that we are constantly with this problem because there is no designated person. Since she teaches in 162 generally, she normally has kept 162 clean and stocked with paper. The adjuncts could get paper from the lab when it was around the corner. Sue also noted that we have also used student workers to clean labs but as we all know they come and go. Secretaries don't have the time.

Kam said that it may not be this committee to make this decision. Will discuss further.

Print Control: *To be added to agenda for next meeting.

Pam asked if we will be using a debit system for print monitoring.

Scott will do a demo at next meeting of print manager software.

Announcement

Becky Evans has agreed to be the proofreader for the group on any materials sent out to community.

Action Items

Acceptable Use Policy

Everyone is to look over current policy handed out and be prepared to make suggestions.

Check to see whether or not one could login to workstation only and have access to word but not get into Internet.

With no further discussions, meeting was motioned to close at 2:40 pm. Next meeting will be July 5, 2006 at 1:30 pm. There will be no meeting in the month of June.

Invited Participants

ID	Name	Title	Department	Attend ¹
1	Kamlesh Sanghvi	CIO/Facilitator	Information Technology	X
2	Becky Evans	Professor	English Dept	X
3	Connie Mundinger	Clerical	Academic Affairs	X
4	Sue Meeuwenberg	Professor	Business Dept	X
5	Alan Hall	Custodial	Facilities	X
6	Kelly Conrad	Counselor	Counseling Dept	X
7	Tim Trainor	Professor	Business Dept	X
8	Jim Swineheart Non Voting Member	User Services Manager	Information Technology	X
9	Scott Oneal	Network Services Manager	Information Technology	X
10	Nathan King	Student	WS for Information Technology	X
11	Carol Briggs-Erickson	Librarian	Library	X
12	Rosemary Zink	Director of Financial SVCS	Administrative Services	X
13	Pam Brown	Director of Nursing	Nursing Dept	X
14	Patricia A Werly Non Voting Member	Systems Analyst	Information Technology	A

Visitors

1	Theresa Sturuss	Assoc. V.P. of Academic Affairs	Academic Affairs	G
2	Jean Roberts	Director of Registration and Records	Student Services	G
3	Mary Ann Williams Non-voting attendee-recorder	Office Manager	Information Technology	X
