

Interim Governance Committee  
Minutes  
June 7, 2006  
1:30 P.M.

The monthly meeting of the Information Technology council formerly known as the Interim Governance Committee was held on June 7, 2006 in Library 167-169 conference rooms. Kamlesh Sanghvi, CIO of Information Technology was the facilitator.

Kam played the commercial that will be playing on the Channel 9 TV station. He also announced that this would be played on the Lakes-FX radio. With this done, Kam welcomed everyone to meeting.

Kam polled the committee to see if everyone liked the rooms L167-169 as opposed to PCR. It seems to be general concession to hold future meetings in L167-169.

Kam asked for if there were any changes to the minutes. Jean Roberts stated that Mary, recorder had her and Teresa listed as guest but they are actually members. Change noted. With no other changes or corrections, minutes were entered for acceptance. All agreed. Rosemary motioned and Connie seconded.

#### **Action Items from last meeting:**

##### **Student Email**

The naming convention for student email will now be firstname.lastname rather than the previously announced firstname(underscore)lastname. Reason being is that GW does not accept the underscore. If instructor types in an underscore, GW will recognize this as a space.

##### **WS Login**

Will student be able to login to WS and get software packages and not get onto Internet? Answer is yes it can be done. User will have limited access on the VLAN they go to. Question was asked if this is current? Answer is no it isn't but this is in reference to previously asked question at last meeting.

##### **Acceptable Use Policy**

Acceptable Use Policy: Tim previously emailed everyone copy of the Acceptable Use Policy that was worked on last year by a similar committee. We need to have this policy to the coordinating council by end of July. Much discussion ensued on drafted copy.

\*Please see last page for more detailed info on this discussion and decision.

##### **CIO Update**

##### **Personnel Changes/Announcements**

Kam announced that Ken Sapkowski is no longer employed with Sungard Higher Ed at the college. We do have a new organization chart. Displayed org chart.

John Mihelich has been promoted to Lab manager. One of the things wanting to be done in labs is to have proactiveness with installation, maintenance of labs. One of the

reasons John sent email out is so that we can have knowledge of what is suppose to be in labs. Would like to have systematic upgrades and software installations so this is why the note from John was sent out to all requesting any software for area. John will also be responsible for the computer refresh plan for labs.

We are also doing some things with the HelpDesk. We would like to be able do more troubleshooting at the first level. And to make sure the students who help work the helpdesk are properly trained so they give the same professional service to faculty and staff as Mary.

Kam noted that we do have a new organizational chart for I.T. which displays the new changes noted above. Question was on the last tier heading I.T. Infrastructure as to what it entailed. It is the networking needs of the college and it falls under the direction of Scott O'Neal. Kam also stated that regular phone support comes from outside source, Churchill Communications and all VOIP (Voice over IP) phones support comes from Mike Alstrom.

Kam: We are still on target and scheduled to go live on July 1, 2006 with release 17 of the Colleague software. Perry and his group are testing the r18 now.

Kam shared the recent webtrends report with group and showed that a good number of people are still using the old web addresses. The report was interesting as it showed the different area codes that people were dialing from to get into site. Carol wanted to know if there was a way to see what search tool they are using to get into site. Kam said we can run the old monitoring software concurrently to see what results it gives as opposed to the webtrends. Kam asked if there was anything on the search engine. Julie announced that the PICO search cost is about 25.00 to renew.

The testing center is moved and is fully wireless with VOIP phones. One of the things we are doing is putting the Network line and using VOIP on any moves. This saves money. Every closet has UPS. We also have a managed UPS. Kam did not cover entire report but wanted to give a highlight for the department. The report is located on the website.

All council met last week. We will now be called Information Technology council to correlate the name as other councils on campus i.e. Business, Academic Affairs. Membership will be for 1 year and renewable. The chair person will be voted upon. There are some voting members and non-voting members; Teresa-coordinating council, Julie-web committee, Mary-recorder and any IT staff member. There will be only one I.T. staff member as member

Question Will this been submitted to the board for approval? Kam: Yes

### **“ALL Email”**

One of the things is to have better control over what information is sent out via the 'all' alias. There are several ways to do this. One is to have all email go to a central location. It is then viewed by the VP of the area. The VP will look at the email to see if it meets the all criteria, then it will go out.

The second suggestions is that the email will once again go to a secure location, one person and a backup, will be assigned to the task but one person is designated that will look at email; check list to see if it meets criteria, then send it out. This second

suggestion may be more appealing because VPs may get busy and email could be delayed so by the time it got out, it could have lost its worth. This will also work when person goes on vacation because the backup person will be in place to assume the responsibility.

Thirdly, the email would once again go to a common area and several people will look at.

Tim noted that there is a Mass Email policy and asked if what was needed was a re-write of this policy. Kam wants to create a sub-committee of this Tech governance committee to create the criteria for the email. Yes we will rewrite the Mass email policy. Kam asked for volunteers for this sub-committee. The deadline is before the July deadline. Nathan said he would like to be on it through Fall. Connie was selected to chair the committee and to find her members. *Their goal is create criteria whereby the email policy has to meet.*

*Tim has agreed to work with Connie on the committee. Question from Jean was would it be better that everyone email Connie their suggestions.*

### **Acceptable Use Policy-Continued Discussion**

Kam sent out different policies to committee from other colleges in area.

Questions asked:

Do we need two policies? I know we did this to show the one on screen that is read by user.

Should we have a statement on the login screen that says, "By logging into system, I am accepting the user policy....." ? If you wish to view the policy go to the library or do we need to have complete policy stated.

Tim asked if we are ready to move this document on? Most of the work is done, we just want to add a few things. It is noted by Kam that the document we have now is a good document. He, however would like to add some wording i.e. "You are solely responsible for your use and cannot share passwords".... "

Questions: What about Faculty and staff? Answer- it is a policy at whole for everyone. Thought: There are no consequences for violations for faculty and staff. What happens should faculty and staff do not follow these procedures.

Who will be responsible for giving disciplinary actions to faculty and staff. Rosemary stated that if one of her people was found to be misusing their computer privileges she would like to know about it. Everyone agreed that the supervisor should be made aware. Nathan noted that higher standards are expected for faculty and staff.

Tim stated that we will focus this policy on students and re-visit for faculty and staff. Everyone agreed.

The next issue of concern is on the 1<sup>st</sup> offence, 2<sup>nd</sup> offence. Should the warning be the first offence and be documented. Pam pointed out that reading the 1<sup>st</sup> and 2<sup>nd</sup> offence

statements that they almost sound alike. She noted that there is a “Code of Conduct” document in place and it has been re-vamped and is very specific. There should be some ramifications for 1<sup>st</sup> offence. Where does the person name go after warning? It should be listed somewhere and there should be a way to notify others of this.

Question: Pat asked if this ever comes off their record?

Kam stated that the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> offence should be numbered.

Tim agreed that the suggestions made are concrete. Tim will rewrite the policy with the suggested revisions and resend out. It is agreed that discussions on the Acceptable Use Policy will continue at next meeting.

Due to time, meeting was called to an end. Motioned by Jean Roberts  
Seconded by Carol Briggs. Time 2:45 p.m.

Minutes respectfully  
recorded and typed by: Mary Ann Williams

### Invited Participants

ID	Name	Title	Department	Attend <sup>l</sup>
1	Kamlesh Sanghvi	Facilitator	Information Technology	X
2	Becky Evans	Professor	English Dept	X
3	Connie Mundinger	Clerical	Academic Affairs	X
4	Sue Meeuwenberg	Professor	Business Dept	A
5	Alan Hall	Custodial	Facilities	A
6	Kelly Conrad	Counselor	Counseling Dept	A
7	Tim Trainor	Professor	Business Dept	X
8	Jim Swineheart Non Voting Member	User Services Manager	Information Technology	X
9	Scott Oneal Non-Voting Member	Network Services Manager	Information Technology	A
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	X
15	Theresa Sturris Non Voting Member	Assoc. V.P. of Academic Affairs	Academic Affairs	A
16	Jean Roberts	Director of Registration and Records	Student Services	X
17	Julie Weller Non-Voting Member	Web Master	Public Information	X
18	Mark Porcaro Guest	Instructional Specialist	Information Technology	G
19	Mary Ann Williams Non-voting-recorder	Office Manager	Information Technology	X
20	Jeff Stipes	Professor	Technology	A