

**Technology Committee  
Meeting Minutes October 21, 2008**

**Agenda**

**In Attendance:** Carol Bosworth, Lisa Connelly Cook, Amy Beaudry, Robert Desilets, Maggies Crowell-Murray, Joan Perry, Denise Cross, Ingrid Skadberg, Mukuana Salomon, NT Izuchi, Kathy Rentsch, Rafael Vicente, Deb Downen, Louise Hamelin, Wayne Brink.

1. Charge to the Committee

The Technology Committee merges the Technology Integration Committee into the Governance structure. That provides a venue that can follow strategic thinking from conception through the implementation/ maintenance phases. When it comes to a vote on policy matters ONLY elected governance members can vote.

Governance Duties: *To review and recommend policies related to all aspects of technology used on campus.* Please refer to page 20 of the "Guide to Governance":

[http://www.qcc.mass.edu/PresidentsOffice/QCCGovernance/2008\\_2009\\_Governance.pdf](http://www.qcc.mass.edu/PresidentsOffice/QCCGovernance/2008_2009_Governance.pdf)

Strategic Planning Duties:

- Study existing integration and use of campus-wide technology.
- Recommend new technological objectives.
- Identify other technology objectives to ensure alignment with the College's strategic direction

2. Elected Governance Members

<b>Technology</b>	<b>Category/ Constituency</b>
Ken Dwyer	Chief Technology Officer (ex officio, non-voting)
Carol Bosworth	Faculty – Healthcare
Lisa Connelly Cook	Faculty – Math & Social Sciences
Amy Beaudry	Faculty – Humanities
Robert Desilets	Faculty – Business & Technology
Maggie Crowell-Murray	Faculty – Human Services & Science
Joan Perry	Classified Staff
Denise Cross	Unit Professional
Ingrid Skadberg	Non-Unit Professional
Deb LaFlash	Jenzabar CX Representative
TBA	Jenzabar CX Representative
Mukuana Salomon	Student Member

3. Elect a chair from the Governance Members

Denise Cross was unanimously elected as chair for 2008 – 2009.

#### 4. Overview of IT Operations

To better support the college we are flattening the organization of the IT group and adding two technicians to the helpdesk area. The flattening will have the effect of expanding the responsibilities of some IT team with the intent of providing quicker response to the college community.

Ray Wisniewski, as Helpdesk manager and Jesse Bottcher as Network/ Windows Systems Manager will now report directly to me.

#### **The Information Technology Management Team**

Ken Dwyer, Chief Technology Officer, ext 4579

Deb Downen, Director of Academic Computing ext 4381

John Lefave, Web Services Manager, ext 2760

Jesse Bottcher, Network/ Windows Systems Manager, ext 4418

Ray Bauwens, Director of Telecommunications, ext 4264

Ray Wisniewski, Helpdesk Manager, ext 7463

Wayne Brink, Director of Information Systems, ext 4487

#### 5. 2008/2009 Look ahead

- a. Data Access and Security policy:
- b. Email Policy
- c. General Acceptable Use Update
- d. Unstructured data Retention

There are policies that began life last year that need to be completed. Hard copies of the Data Access policy, Email Policy, General Acceptable Use policy were distributed and electronic copies were later sent via email.

Please include any recommendations regarding these policies to Denise/ Ken by 11/07/2008 so that votes can be cast on 11/18/2008.

Remember that anything that relates to compliance to FERPA, HIPAA, or the Payment Card Industry Data Security Standard can't be removed.

## 6. New Business

2008 – 2009 Meeting Schedule: All Technology Committee Meetings are scheduled on the 3<sup>rd</sup> Tuesday of the month at 2:00 PM.

November 11/18/2008

December 12/16/2008

February 2/17/2009

March 3/17/2009

April 4/21/2009