



**Date:** 10/17/2023

**Room Number:** KN 2076/Webex

**Start Time:** 10:09am

**End Time:** 10:50am adjourned

**Meeting Secretary:** Representative Colleen Oliver

### **Meeting Agenda**

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1. Welcome
2. Approve July 2023 meeting minutes
3. Update on Privacy Policy
4. Next Policy to update

### **Agenda Item 1) Call to Order**

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- 1 Representative Gudeczaukas call the meeting to order at 10:09am

### **Agenda Item 2) Approve 19 July 2023 meeting minutes**

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**Motion:** to approve the minutes from the 19 July 2023 Technology and Data Committee (TDC) meeting: Representative Gudeczaukas

Seconded: Representative Daley

Discussion: none

Vote: YES 2 NO 0 ABSTAIN 1 Not present

### **Agenda Item 3) Introduction of members**

As we have all new members, they introduced themselves.

### **Agenda Item 4) Software Support Policy**

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Michael Hudspeth-Discussed different parts of the supporting software policies buckets. 1. Enterprise 2.Desktop 3.Online blackboard. Who will provide support for these areas, will it be IT or the company that the product was purchased from? We will be developing subcommittee under our committee for supported software that would consist of members from Academics, DSS, IT and Business Office to take the request for software, gather all information needed, then a senior level group would prioritize the software requests.

A list of all software that is currently used or that we no longer use, a policy should go into place as to who will make the determination of current and any future software that will be purchased. And what items to decommission. This would be reviewed by a sub-committee.

Upper level management should prioritize the software purchase/install order.



We will need to start with compliance of software, FERPA

Where to store supporting documentation.

**Agenda Item 5) Update on Privacy Policy**

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Discussion:

Representative Gudeczauskas provided update on Privacy Policy

A few edits were made by David Rowbotham and Ron Cavallaro.

Policy moved to the Assembly for approval to move along to President’s Council

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**Agenda Item 6) Schedule meeting for week of October 23<sup>rd</sup>.**

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Staff to investigate Software Use Policies at other school to have a foundation of what we want our policies to look like. Will schedule a meeting.

**Assembly adjourned at 10:50am**

**Rollcall**

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**Total Representatives: Present Representatives: Quorum:**

<b>Voting Members</b>				
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Division</b>	<b>Attendance</b>
Michael Daley	Manager, Information Technology	Operations	Information Technology	Y
Liz Del Sesto	Interim Assistant Dean of Business, Science, Technology & Math	Business, Science, Technology and Math	Academic Affairs	Y
Lynn Gudeczauskas	Manager, Help Desk and Computer Labs	Help Desk	Information Technology	Y
Colleen Oliver	Office Manager	Enrollment Services	Student Affairs	Y
Dennis Thibeault	Interim CIO		Information Technology	
<b>Non-Voting / Ex-Officio</b>				
Shaune Hogan	Associate Director – Financial Systems	Office of the VP of Administration and Finance	Finance and Strategy	Y



# Staff Assembly

[COMMITTEE NAME HERE]

Michael Hudspeth	Director Information Technology Customer Support	Information Technology	Information Technology	Y
Amy Kacerik	Associate Vice President Student Affairs	Office of the VP for Student Affairs	Student Affairs	Y
David Rawlinson	Controller	Office of the VP of Administration and Finance	Finance and Strategy	Y
David Rowbotham	Director of Information Security	Information Technology	Information Technology	Y
Andiana Wilding	Coordinator Assessment	Office of Institutional Research and Assessment		Y
Andrew Goodman	Assistant Professor	Art, Art History & Design		N
Philip Gordon	Director of Institutional Research and Analytics	Institutional Effectiveness	Student Affairs	N
Gregory LaPointe	VP for Student Affairs/Chief Outcomes Officer	Office of the VP for Student Affairs	Student Affairs	N
Jamie Nash	Executive Director of Workforce Partnerships	Workforce Partnerships	Workforce Partnerships	N
Cathy Picard-Tessier	Director of Records	Office of Enrollment Services	Student Affairs	N