Staff Assembly
TECHNOLOGY AND DATA COMMITTEE

Date: 19 July 2023   **Room Number: KN 2076/WebEx**

Start Time: 10:03am   **End Time: 11:03am**

Meeting Secretary: Representative Liz Del Sesto

Meeting Agenda

1. Welcome
2. Approve 16 May 2023 meeting minutes
3. Final Review of and Vote on Privacy Policy
4. Adjournment

Agenda Item 1) Call to Order

- Representative Gudeczauskas called the meeting to order at 10:03am

Agenda Item 2) Approve 16 May 2023 meeting minutes

Motion: to approve the minutes from the 16 May 2023 Technology and Data Committee (TDC) meeting: **Representative Novell**
- Seconded: **Representative Del Sesto**
- Discussion: none
- Vote:

YES	3	NO	0	ABSTAIN	0

Agenda Item 3) Welcome: Director of Information Security – David Rowbotham

- Discussion:
  - Representative Gudeczauskas welcomed David Rowbotham, Director of Information Security. Representative G gave David an overview of the responsibilities of the Technology and Data Committee.
  - David Rowbotham introduced himself, providing his background and role at CCRI.
  - All TDC members and subject matter experts introduced themselves.

Agenda Item 4) Update on Privacy Policy

- Discussion:
  - Representative Gudeczauskas provided update on Privacy Policy.
    - A few edits were made by David in terms of right use of language.
    - In the hands of Ron Cavallaro.
    - Will be first policy the Staff Assembly will be putting through.

Agenda Item 5) Proposed Software Support Policy

Motion: : **Representative**
- Seconded: **Representative**
- Discussion:
    - Representative Gudeczauskas mentioned we want to have the policy provide a link to a webpage listing all software, rather than keeping the list in the policy that will need to be continuously updated.
    - Representative Novell mentioned the need for this policy came out of no one truly knowing what software available for use, who can utilize what, and how to implement best practices around what software is available.
    - Richard Saladin asked if this policy is for staff and faculty/endpoints or enterprise software.
    - Representative Gudeczauskas mentioned the policy will need to have different levels, including both enterprise and individual software.
    - MaryAdele Combe mentioned our use of academic software such as Blackboard, Medial, etc. – would these be addressed in this policy if it is outside of IT? Are we embracing the entire community or only software that IT supports?
    - David Rowbotham mentioned this policy looks like it is focused solely on IT; asked if we have an overall organization governance policy that covers all software. Governance model typically has a list and who is responsible for each software. Should have overall organization policy, then individual departmental policies that would help define processes for software engagement including requests, support, etc.
    - Representative Novell asked what departments manage software outside of IT.
        - Student Affairs has Starfish, Signal Vine, Qualtrics, Tableau, etc.
        - Academic Affairs has APS, CourseLeaf, Labster, Blackboard, etc.
    - Representative Gudeczauskas mentioned departments have involvement with day-to-day use of software; IT has involvement of software development and implementation.
    - Representative Gudeczauskas suggested to develop college-wide policy, then individual policies for each department.
    - Webpage should include Full Support; Limited Support; and Departmental Support lists of software.
    - Phil Gordon asked how a new software gets onto a particular support list or how does a software move from limited to full support or vice versa.
    - David Rowbotham mentioned he envisions a governance side and software support side.
    - Representative Gudeczauskas mentioned having a subcommittee that sits under the TDC to do quarterly checks of software and determine end-of-life of software to keep webpage updated.
    - Lauren Webb mentioned her interest in process of software and how most are cloud-based with limited support. It would be helpful to have a process for identifying when a site-wide license is needed for certain software.

- Representative Novell added a line in the draft policy to address software support changes.
- David Rowbotham to share a few governance policies as examples. IT should be looking at software and policies with regard to regulatory compliance.
- Representative Del Sesto will create a folder in the OneDrive for software support, including the current Software Support Policy and draft Supported Software Publication Policy, for comments and edits to be made by the committee and subject matter experts.
- Representative Novell mentioned the Software Support Policy should be separate from the Supported Software Publication Policy based on the substantial revisions needed for the Software Support Policy.
- Richard Saladin asked what the expectation is for cloud-based software support.
- Vote:

YES	4	NO	0	ABSTAIN	0

Agenda Item 6) Adjournment

Motion: to adjourn the meeting at 11:03am: **Representative Gudeczauskas**
- Seconded: **Representative Del Sesto**
- Vote:

YES	3	NO	0	ABSTAIN	0

Meeting adjourned at 11:03am

Rollcall

Total Representatives: 4   Present Representatives: 3   Quorum: 3

Voting Members				
Name	**Title**	**Department**	**Division**	**Attendance**
Michael Daley	Manager, Information Technology	Operations	Information Technology	N
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
Kevin Novell	TRIO Technical Support Specialist	Access to Opportunity	Student Affairs	Y
Non-Voting / Ex-Officio				
Daniel Baker	Manager Internet Technology	Information Technology	Information Technology	N

MaryAdele Combe	Manager Instructional Technology & LMS Services	Online Learning and Technology	Academic Affairs	Y
Philip Gordon	Director of Institutional Research and Analytics	Institutional Effectiveness	Student Affairs	Y
Shaune Hogan	Associate Director – Financial Systems	Office of the VP of Administration and Finance	Finance and Strategy	N
Greg LaPointe	VP for Student Affairs/Chief Outcomes Officer	Office of the VP for Student Affairs	Student Affairs	N
Michael McNally	Technical Support Manager	Information Technology	Information Technology	N
Jaime Nash	Executive Director of Workforce Partnerships	Workforce Partnerships	Workforce Partnerships	N
Daniel O'Neill	Academic Technology Committee Chair	Faculty Senate	Faculty Senate	N
Cathy Picard-Tessier	Director of Records	Office of Enrollment Services	Student Affairs	Y
Dave Rawlinson	Controller	Office of the VP of Administration and Finance	Finance and Strategy	N
David Rowbotham	Director of Information Security	Information Technology	Information Technology	Y
Richard Saladin	Lead Information Technologist	Information Technology	Information Technology	Y
Chris Szpryngel	Executive Director of Online Learning	Online Learning and Technology	Academic Affairs	Y
Lauren Webb	Director of Academic Program Review and Accreditation	Office of the VP for Academic Affairs	Academic Affairs	Y