Present: Steven Sachs, Sam Hill, Brian Foley, Allen Sinner, Lucinda Miller, Molly Lynch, Kevin Kelly, Maria Rynn, John Dever, Dave Lavis, William Gary

New members were welcomed. Next meeting tentatively set for Dec. 5.

Committee Overview. The Committee’s number one function is to review and approve the College’s next year’s technology plan. The committee will work on this in the spring. The second most important role is to work on policies that impact our IT environment. The Committee has played an important role in supporting campus software requests. Usually the Committee will only need to meet once a month, and occasionally conduct some business electronically in-between.

College Ranking. NVCC ranked as number two in a rating of most technologically advanced community colleges in the US for 2008-2009.

Technology Priorities. Dr. Sachs presented the IT priorities determined by last year’s ITC. This year’s committee will review these prior to working on next year’s technology plan.

Reviewed 08-09 College Tech Plan. The Committee reviewed last year’s technology budget and discussed how to use it in planning for next year. At the end of last year we learned we would receive additional funding that was not anticipated in that budget plan. Dr. Sachs outlined where the additional funds were allocated. He also explained where technology funds come from. The budget cuts have put a hold on ETF spending. We expect to be able to cover the rest of the technology plan as well as cover all of the expenses in the campus plans.

Campus Tech Plan Funding. Dr. Sachs explained the rational for determining what campus projects are funded from technology funds. Once we hear about ETF funds, decisions on frozen items will be made.

Instructional Software Funding. The Committee needs to review and approve the process for funding instructional software requests typically due from faculty by late January. Each year we receive more requests for software than is in the plan. We have been able find funds to cover all costs in the past. Software requests are for software that faculty use with students. It is not for faculty investigation or use in preparing material. Dr. Sachs explained last year’s software request process and approval rational. The committee approved using the same process, with some minor changes to the request form.

FY09 Computer Purchase Plan. Last year technology funds covered the full cost of replacing computers with desktop computers. If a campus wanted to replace a desktop computer with a laptop, the funds paid the cost of a tower/desktop ($900) centrally, and the campus was
responsible for the additional cost which included a docking station and monitor (approximately $400-600). The committee approved this approach for the coming year.

**Environmentally Friendly Computing Policy Review.** Dr. Sachs presented and explained energy savings policies and proposed adopting them for computer purchasing and operations. The committee approved the proposal.

**Sensitive Data on Portable Devices Policy.** Last year the Committee approved a policy limiting downloading of sensitive data to portable devices such as USB drives and laptops, to meet state security requirements. That policy approved last year by the Administrative Council is not strong enough and needs to be revised. We need to provide a better definition of sensitive data and revise the policy to meet new state requirements. Dr. Sachs presented some of the state data protection requirements and explained the reasoning behind some of it. Dr. Sachs proposed that our policy be expanded to prohibit storage of sensitive data on any place other than Blackboard or College servers. The committee approved this. Dr. Sachs will draft an expanded definition of sensitive data and send to the committee for review. The policy will allow for exceptions on a case per case basis. Directions for printing at home will be addressed.

**Minimum BlackBoard Competencies.** As part of our continuity of operations planning NVCC should establish minimum Blackboard competencies that faculty should have to teach remotely using this tool. A draft policy was presented for consideration. Dr. Sachs will refine the draft and send out to the committee for voting on outside of the meeting.

**Other New IT Security Issues.** A number of new state security requirements go into effect January, 2008. We have identified some issues from this year’s IT security audits that may require policy changes. Dr. Sachs provided information on those and pointed out ones that will impact us the most.

**New Business.** There was discussion on suggestions Dr. Sachs received from students regarding our College technology plan. He had sent it out to students and invited their comments.