Overview of Committee Tasks and Timelines

Dr. Sachs briefed everyone on the committees’ purpose and announced that we would be choosing dates for regular meetings.

Criteria for Centrally Purchased Software

Dr. Sachs gave a brief history of how centrally purchased academic software has been handled in the past. He presented the current software request form and explained this year’s process for making requests.

He asked for suggestions on how to determine which requests would be funded this year. The decision was to try to fund all requests, and Dr. Sachs could create a small subcommittee to assist with the review process if necessary due to more requests than could be funded. This approach was approved.

Plan for Purchasing Computers

There was discussion on prior year PC purchasing and various problems that arose. Dr. Sachs presented the price quotes received from 3 different vendors for various PC specifications including laptops. IT Managers had been asked their opinions on which vendor we go with. Most ITMs preferred to stick with Dell, but could not offer justification other than having all the same type computer at the college. Going with Dell will cost significantly more than the next vendor, HP. There was much discussion on which brand computer to go with. A vote was taken and it was almost unanimous to purchase HPs this year because of the reduced cost.

Laptops – Dr. Sachs presented the price quotes for the different laptops. His feeling is that people could buy which ever brand lap top they feel would best suite their needs. The computer allocation model for this year will pay the full HP cost for a set number of older laptops that must be replaced due to age. If a campus wants to use their centrally funded allocation to purchase laptops instead of desktops, central funding will only cover $900 of the cost with the campus or unit responsible for the rest of the cost.

Dr. Sachs presented the VCCS requirements for minimum number of computers we must have. He also discussed the history of computer purchases at NOVA, and presented his
proposal for the number of computers we should purchase this year (the annual computer allocation). In order to balance the number of computers that must be replaced each year so we minimize the big swings in some years, a limited amount of computers will be purchased this year. These swings have a very negative impact on budgeting and planning. The committee approved limiting computer purchases college-wide.

There was discussion on whether staff could have a laptop with docking station, in place of their desktop, rather than have both. The group agreed that staff may have a laptop with docking station in place of a desktop, with the extra expense assumed by the campus. The decision to have a laptop rather than a desktop, will be a campus or unit decision. This does not limit a campus from giving a person both.

**IT Security Policy Update**

Dr. Sachs presented the draft NOVA security policies that will bring us into compliance with VITA regulations. This was approved the day before at Administrative Council. The largest problem with the new regulations is with how to set up the instructor’s computers in classrooms to be in compliance, and how to secure portable storage devices. End users will no longer be allowed to install their own software. Only IT staff will be allowed to install software. IT staff must use their best judgment on appropriate software that is safe and legally licensed. Users will alert the HD if they need something installed and IT will respond within two business days.

The other big change is for P-14 employees. We will compare P-14 payroll. P-14s gone for a pay period will have their network access locked. An email from the supervisor will take care of unlocking it. Their email and HR access will be maintained during the lockout period if specifically requested by a supervisor.

We will continually review the policies to see how they are working, and refine the process in a way to still keep us in compliance with state regulations.

**Reviewing iTunesU Postings**

Our public presence on iTunesU must be a “College” presence, rather than by campus. The group discussed the posting and review process for materials. The committee voted to not have a review process at this time. It will be governed by our present web policies and practices. We will continue to monitor the situation and revisit it at a later date if needed.

**College-wide Email Policy**

The email policy that was developed last year did not get through the ITC in order to be forwarded to the Administrative Council. Dr. Sachs asks that everyone review the draft prior to the next ITC meeting, for final consideration before forwarding it to Administrative Council for approval.
Times for future meetings

It was agreed to meet electronically approximately once a month on Wednesday mornings. Dr. Sachs agreed to send out a schedule for the rest of the year.