

Minutes of the Meeting of the Information Technology Council
20 March 2015
12:00 pm – 1:00 pm
DRAFT

Called to Order @ 12:05 pm

The Information Technology Council (ITC) of Clayton State University met on Friday March 20, 2015 in UC-121 President's Conference room. The meeting was called to order by Norman Grizzell - Chairman.

Voting members present: Norman Grizzell -Vice Chairman, Robert Vaughan, Heidi Benford, Karen LaMarsh, Jason P. Berry, Richard Pearce-Moses, Jeff Jacobs

Non-voting attendees: Bill Gruszka, Kara Mullen, Paul Bailey

The members of the ITC agreed to the following:

1. **Approval of Minutes** February minutes are pending and will be distributed for review and approval via Qualtrics.
2. **CIO Report-**
 - i. Looking into a new fax server that would eliminate fax lines and save the University about \$5,000 per year.
 - ii. IT Approval added to the Contract Review process
 - iii. Announced addition of walking and texting to the training – NOT a policy change
 - iv. Mentioned the Library Poster – SURF Smart
 - v. Announced ISPR Review with BoR on April 2
 - vi. Discussed eliminating current Strategic Plan in favor of an ITS Strategic Plan, ITC would then develop one in support
3. **Committee Reports**
 - i. **Governance and Budget Committee** – The contract routing form has been updated with signature lines for both Procurement and ITS and with instructions for signatures. However, no formal notification has gone out to the campus about this change in procedure. 7-8 contract review requests for software licenses have been submitted over the past few weeks, none of which had the required signatures. Bill made a note of this to follow up about the process for communicating to the campus.
 - ii. **Support and Services committee** –
 - i. Strategic plan has been updated.
 - ii. Because of the amount of work and areas affected, they've decided to invite a representative from Business & Finance, Student Affairs, and College of Nursing to join the subcommittee.
 - iii. **Academic IT committee** – No report
4. **Information Item**

None
5. **Unfinished Business**

None
6. **Adjournment**

There being no further business, the meeting were adjourned at approximately 12:25 pm on March 20, 2015