Committee

MEETING MINUTES

Date: Friday, January 21, 2022

Time: 10:30 am

Place: Microsoft Teams

I. **Call to order –** 10:32 am by Mike Roberts, Chair

II. **Roll Call**

1) **The following committee members were present** – Mike Roberts, Chair, Tim Kirk, James Virden, Sarah Johnson, Susanne Wache, Heath Waldrop, John Baine, Bill Fowler, Roslyn Turner, and Ann Southall, recorder.

2) **The following committee members were excused:**

3) **The following committee members were absent:** T C Brasher

4) **The following guests attended the meeting –**Byron Winn, Lillian Ellen, Shannon Forrest, Cynthia Reyna, Carolyn Langston and David Fout.

III. **Approval of minutes–**

1) October 15, 2021 – Motion to approve by Bill Fowler - Motion passes

IV. **Chair Updates** – *Michael Roberts, Chair*

1) Institutional Technology Committee update – No Chair appointed yet, Mary Kate Sumner acting as facilitator. Barry Bagwell

2) Will need a new chair for this committee – Mike Roberts retiring as of 1/31. Without a vice chair, will need to determine a new chair.

V. **New Business –** None submitted

VI. **Old Business** – None submitted

VII. **Actions –**

1) **Facilities, Energy and Safety – Susanne Wache, Chair –** First committee meeting will be in mid-February as they have reached a full committee.

2) **Human Resources – Sarah Johnson, Chair –** No updates

3) **Institutional Technology Advisory – Vacant, Chair –** Tim Kirk report the committee did meet once in fall. Addressed planned cyber security updates including Multi-Factor Authentication later this semester. Brief discussion on Microsoft 365 conversion and reviews of best practices for the College. Academically will have an initiative for faculty to request some changes to desktop computer.

   a. Bill Fowler asked about safety of data if computer is lost. Tim Kirk addressed those questions and concerns over data security.

4) **Professional Development – Roslyn Turner Chair** – Next meeting will be F eb 2.

VIII. Discussions –

1) **Facilities, Energy and Safety – Susanne Wache, Chair –** No additional comments
2) **Human Resources – Sarah Johnson, Chair** – No additional comments
3) **Institutional Technology Advisory – Vacant, Chair –** No report
4) **Professional Development – Roslyn Turner, Acting Chair** – No additional comments

IX. Announcements –

1) **Facilities, Energy and Safety –Susanne Wache, Chair –** No additional report

2) **Human Resources – Sarah Johnson, Chair –** No additional report

3) **Institutional Technology Advisory – Vacant, Chair** – No report

4) **Professional Development – Roslyn Turner, Acting Chair** – No report

X. General Announcements –
1) Bill Fowler reminds everyone we are part of a training program – Safe Colleges as the main platform.
2) APM 110 Shared Governance was approved by Planning Council.

XI. Adjournment – Adjourned at 10:55 am – Motion by Bill Fowler, motion approved.

Minutes submitted by: Ann Southall, Recorder