**WVNCC**

**Institutional Technologies Committee**

**Meeting Notes – March 23, 2012**

Attendees: D. Hanes, P. Woods, C. Cornforth, D. Stoffel, P. Stroud, R. Yesenczki, J. Harbourt, S. Lippiello

Absent: R. Pusz, L Tackett, K. Patterson, D Wayt

Meeting began at approximately 1:35 pm. The following issues were discussed:

1. Web Site User Manual – Media Relations to create brochure in April for Committee review.
2. Going Paperless – Several current paperless systems currently in use at the College were discussed. More will be reviewed and proposed by Committee. Issue of electronic signature on documents needs clarified with Human Resources. S. Lippiello to take issue to Cabinet for discussion. Ideas proposed by Committee are to unprotect common PDF forms, providing staff training, and limiting student printing where feasible.
3. Software Evaluation Procedure – Committee will make final review of proposed procedures and will submit to S. Lippiello during week of March 26-30 at which time procedure will be finalized and discussed with Cabinet.
4. Internet Usage Policy – Policy to be presented to Cabinet during April meeting. S. Lippiello will report to Committee discussion held in Cabinet.
5. Other issues raised during Open Discussion
   1. Discussion held on College’s website winning the Paragon award. Site evaluated for Gold medal standing/award.
6. Next Meeting scheduled for April 20,2012 at 1:30 pm in President’s Board Room.