



Information Technology Committee Meeting Minutes
October 17th, 2017 – TEAL Lab

Members attending were Chris Corbin, Hope Coffield, Shelley Deluca, Jeff Sayre, Patricia Stroud, Larry Tackett, Adam Beatty, & Rebecca Yesenczki

Guests attending Chip Calissie, John Reasbeck (phone), and Steve (phone) of Omni Strategies

1. Minutes – The minutes from the September meeting were accepted without revision.
2. Meeting Time
 - a. It is notes that the time is inconvenient for many people. The decision was to let it ride through the end of this semester and Chris would work to establish a new time.
3. Inter- / Intra-campus connectivity RFP
 - a. Draft of the RFP was given to all members present for general discussion and input
 - b. Jeff Sayre walked the committee through each section of the RFP highlighting
 - i. Section 1, #3 – Schedule of Events is tentative and will be adjusted as the process evolves. Each of the 4 events listed do not require the committee to formally come together. Where input and evaluation is needed, it can be done through electronic / e-mail communication.
 - ii. Section 4 – The scope of the project was shaped by Omni. It is purposely left vague so that vendors can plan / design what they feel is the best solution for us. Members were encouraged to take the document to review and have input.
 - iii. Section 4, ix – discussion was had to add phrasing that the schedule of implementation provided by the vendor still had to be approved by the college
 - iv. Section 4, addition – Language that states the old and the new must operate parallel to one another for a given time before cutover.
 - v. The evaluation of submitted RFP will come in two parts
 1. A technical review (without cost). Every member of the committee will be given the opportunity to evaluate all vendor's submittals based on 5 criteria.
 2. The cost review will be based on set scale
 - a. There will be adjustments to the language to ensure that the cost is an apples to apples comparison.
 - vi. The evaluation will be weighted equally between the opens of the committee, the outside consultant, and the IT Manager.
 - c. The draft of the RFP is to be sent to committee members with suggested edits no later than Monday, October 23rd.
 - d. The RFP in final version will be given to the committee before publishing.



Information Technology Committee Meeting Minutes (Continued)

4. Network Diagram
 - a. Omni will be providing feedback to Chris on the information WVNCC provided to Omni for the network diagram.
 - b. Chris will work with Jessica of Omni outside of meeting times to progress on the project.
 - c. Tentatively roll out of network map will be January 2018
5. Christmas Break
 - a. Discussion pursued that Christmas is an excellent opportunity to do IT projects as students are not in session and faculty not present.
 - b. The committee will solicit their contingencies and bring to the November meeting to see if there are items that should be scheduled for that time.
 - c. Chris will also list the projects that IT see as potentials for that time.
6. Network Scan / Penetration Testing
 - a. Omni has sent Chris the results of the scan and the IT department is prioritizing the suggestions and implementing
 - b. Chris will summarize the results of the scan and actions for the November meeting
7. Cyber Security Partnership
 - a. Dr. Adam Beatty informed the committee that a partnership has been developing with the FBI to bring a Cyber Security Program to the area for high school students.
 - b. Omni, who is part of the CIT Academic Program Advisory Committee, has been jointly working with Dr. Beatty on this venture.
 - c. The program could be a potential introduction for high school students who may choose WVNCC to finish their degree.
 - d. A meeting will be held on November 2nd at 2:30 PM in the Teal lab. IT Committee is invited to attend.
8. General Discussion
 - a. Concerns with student printing availability in EC. The Network Diagram as a whole is placed on hold so that resources can be directed toward the portion that is necessary for the RFP for inter-/intra-campus connectivity.
 - i. Dr. Jill Loveless has given the 'okay' to use the 3rd floor study space. IT is obtaining the equipment necessary.
 - b. Michael Demic is a new IT employee. He is training in Weirton and will trade campus with Jason Woods on the New Martinsville campus.
 - c. The committee had not heard of complaints with the telecommunication used for teaching between campus
9. Next Meeting to be held Nov 21st at 10:00 AM in the TEAL lab.