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PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS

Technology and Data Reporting Committee Meeting

Friday, December 2, 2022
12:00 PM

Pierpont's Advanced Technology Center (ATC)
500 Galliher Drive
Fairmont, WV 26554
Room 216A

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MINUTES

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Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Technology and Data Reporting Committee was held on December 2, 2022, beginning at 12:00 PM. The meeting was conducted in person at the Advanced Technology Center in Fairmont, WV. Advanced announcement of this meeting was posted on the WV Secretary of State's Meeting Notices Webpage.

Committee Members Present: Lisa Lang – Committee Chair, Shauna Burns, Susan Woods Coffindaffer, and Anthony Hinton

Other Board Members Present: Thomas Cole

Others Present: Members of the President's Cabinet, faculty, staff, and others

I.   **Call to Order**

Lisa Lang, Chair, called the meeting to order at 12:14 PM.

II.   **Technology Role Adjustments**

Tim Henline presented the **IT Analysis Report** (Attachment A) to the committee. Tim briefly reviewed the following sections: *The Top Issues, The Plan: Subject Matter Experts, and The Plan: Proactive: Classroom Technology Manager* (Attachment A, Pages 4-6).

III.   **Technology Budget**

Tim Henline reviewed *The Plan: Spending Efficiency, IT Expenses Reductions Monthly, IT Expense Reductions Yearly, IT Expense Savings, IT Expense Savings: One-time Costs* sections (Attachment A, Pages 7-11) of the **IT Analysis Report**.

IV.   **Technology Policies**

Tim Henline reviewed *IT Policies and Procedures* section(Attachment A, Page 12) of the **IT Analysis Report**.

V.   **Data Analytics and Reporting**

Tim Henline reviewed *Data Analytics & Reporting* section (Attachment A, Page 13) of the **IT Analysis Report**.

VI.   **Adjournment**

There being no further business, Lisa Lang, adjourned the meeting.

Respectfully submitted by Amanda N. Hawkinberry

Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works!

IT ANALYSIS

PIERPONT COMMUNITY & TECHNICAL COLLEGE

THE
TOP ISSUES

REACTIVE INSTEAD OF PROACTIVE

NO SUBJECT MATTER EXPERTS

SPENDING

FOCUS ON CUSTOMERS

The Plan: Subject Matter Experts

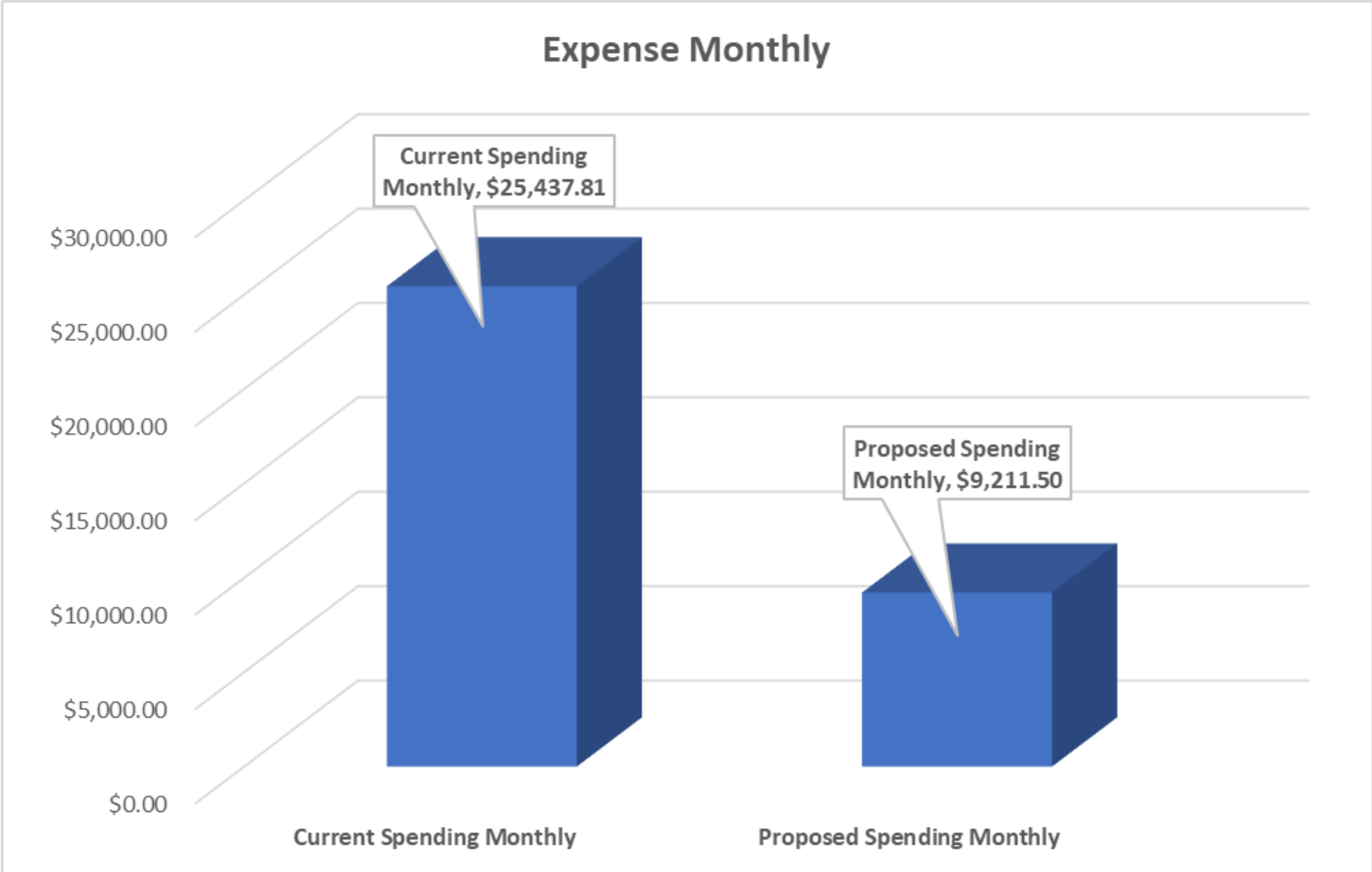| Responsibilities Matrix				
Legend	**Senior Information Systems Specialist**	**Manager of Information Systems**	**Information Systems Technician**	**Applications/Program Developer**
Manage	Infrastructure Administration	Equipment Inventory and Control Manager	Policy and Procedures Tester	Salesforce
Support	Desktop Support (Only as required)	Classroom Technology Manager	TEAMS Manager	Register
	Systems Administration	Special Events Manager	Special Events Assist	Adobe
	Help Desk Support (Only as required)	External User Manager (external to Pierpont)	Website Analyst	Modern Campus
	Firewall	Employee Training and Management Manager	Employee Training and Management Assist	Curriculog
	Disaster Recovery Tester	Desktop Support	Desktop Support	Target X
		iOS Manager	Help Desk Assist	Ad Astra
		Phone Systems	Desktop Support	Banner
		Systems Administration	Phone Systems (Support)	Help Desk Assist
				DegreeWorks
				Argos Reporting (Only as required)
				Desktop Support (Only as required)

The Plan: Proactive - Classroom Technology Manger

Before the beginning of a semester

- **Audit of all classroom technology**
  - *Is everything working appropriately?*
- **Communication with Faculty**
  - *Do Faculty have what they need?*
- **Future point of contact for all classroom technology**
  - *Subject matter expert to contact with issues.*

The Plan: Spending Efficiency

- **Research**
- **How does it fit with the overall picture?**
- **Does it lead to customer satisfaction?**
- **Does it increase retention of students, faculty and staff?**
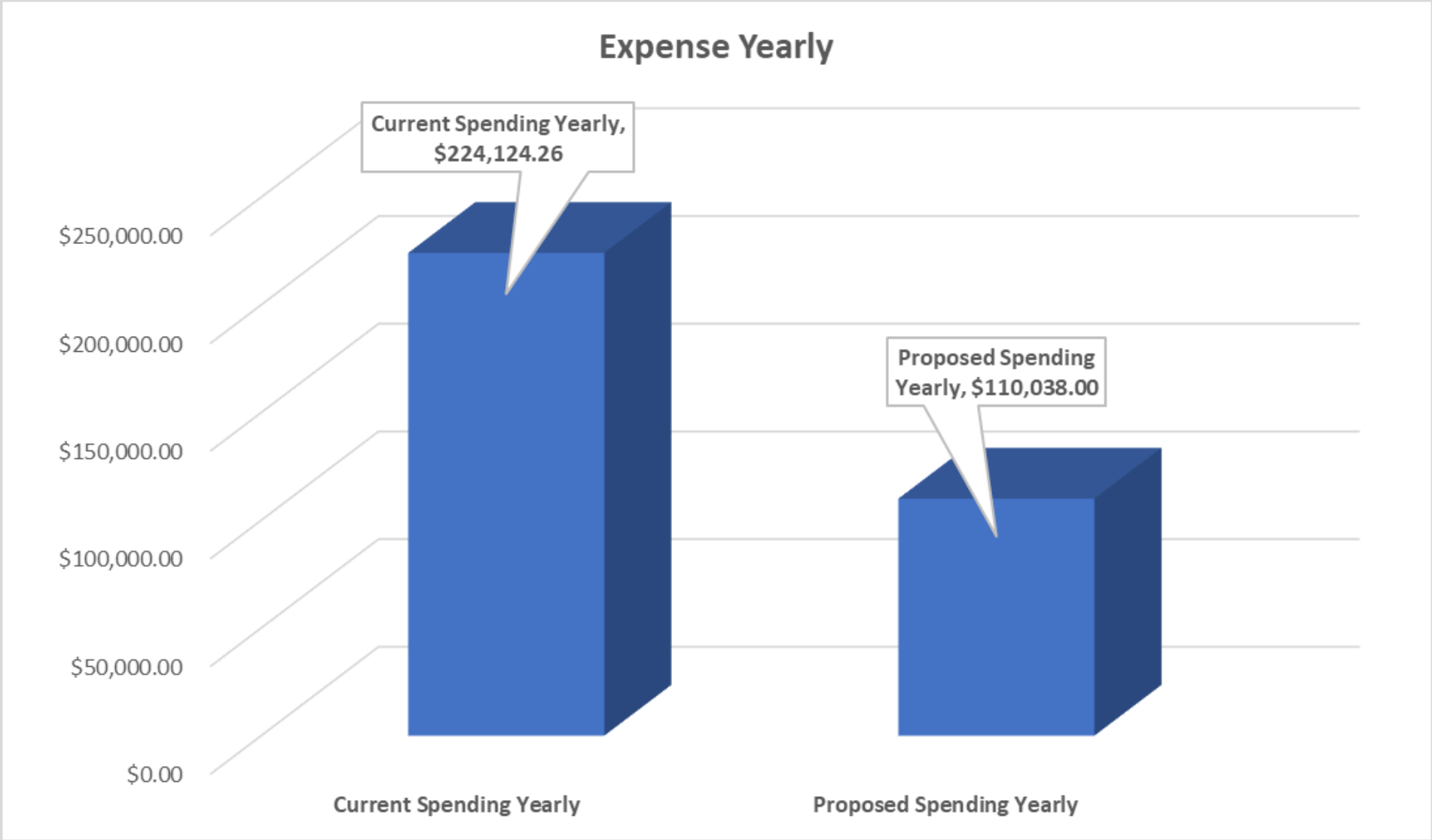- **Does it make our institution more efficient?**
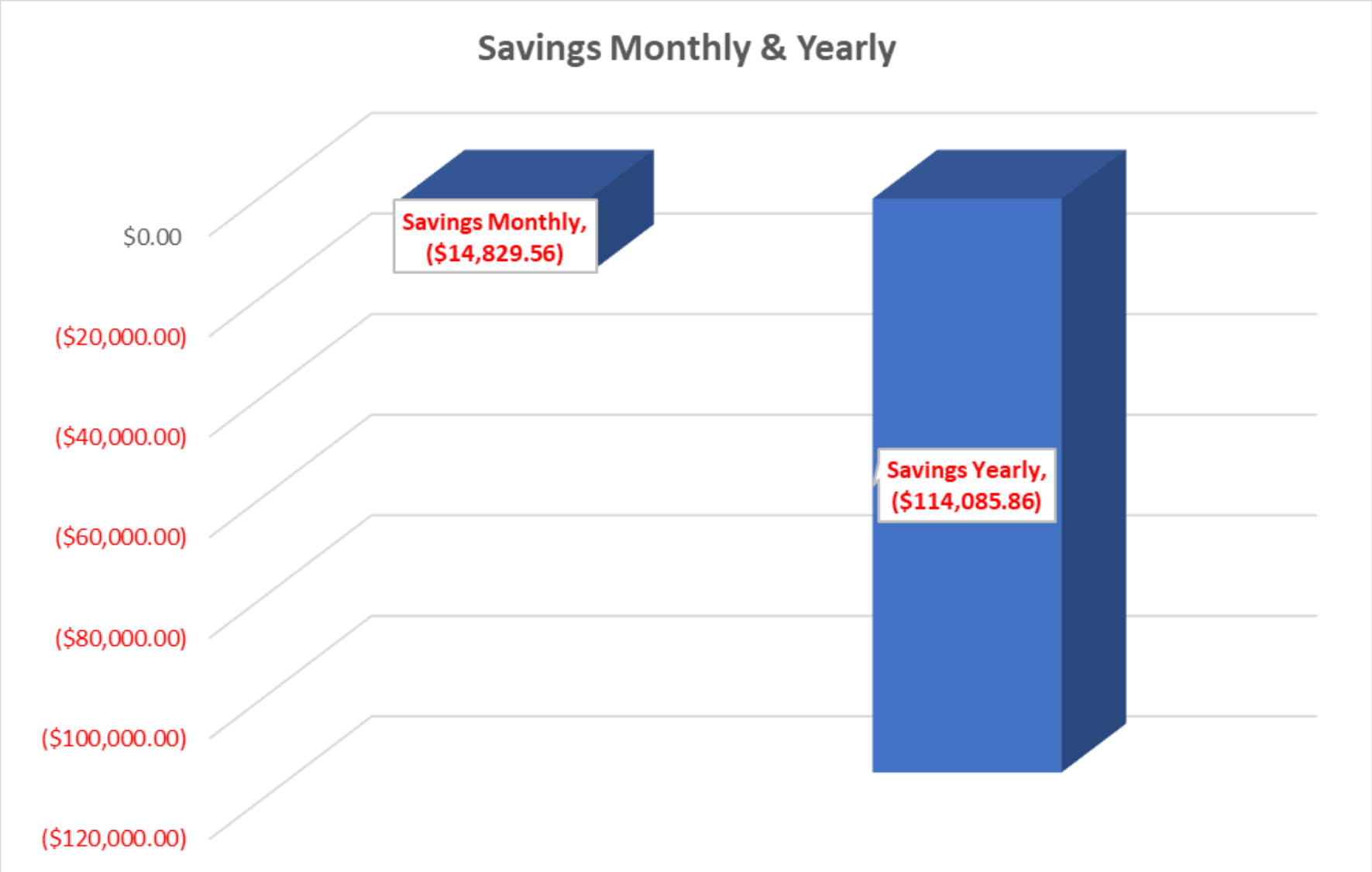
IT EXPENSE REDUCTIONS MONTHLY
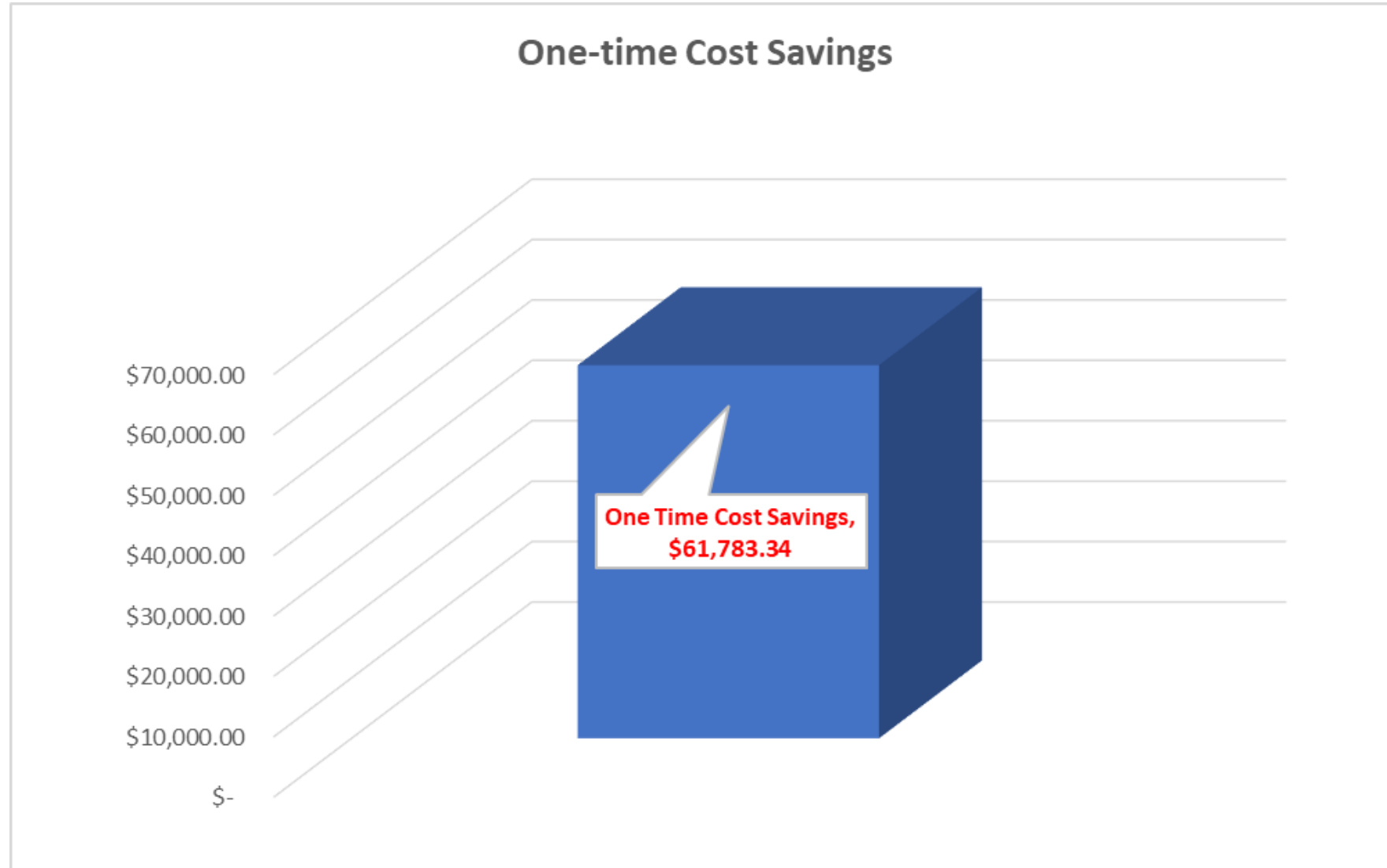

*As of 12/01/2022

IT EXPENSE REDUCTIONS YEARLY

Expense Yearly

Current Spending Yearly, $224,124.26

Proposed Spending Yearly, $110,038.00

$250,000.00
$200,000.00
$150,000.00
$100,000.00
$50,000.00
$0.00

Current Spending Yearly

Proposed Spending Yearly

*As of 12/01/2022

IT EXPENSE SAVINGS

Savings Monthly & Yearly

$0.00
($20,000.00)
($40,000.00)
($60,000.00)
($80,000.00)
($100,000.00)
($120,000.00)

Savings Monthly, ($14,829.56)

Savings Yearly, ($114,085.86)

*As of 12/01/2022

IT EXPENS SAVINGS: ONE-TIME COSTS

*As of 12/01/2022

IT POLICIES AND PROCEDURES

➢ **20+ Policies**
➢ **25+ Procedures**

IT Policy Timeline

1. Creation/Modification
2. IT Committee
3. Shared Governance Process

DATA ANALYTICS & REPORTING

Argos

- Slow
- Error prone
- Dependent upon programming experts.

Business Intelligence

- Fast
- Efficient
- Anyone can utilize