

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Technology and Data Reporting Committee Meeting

**Tuesday, February 21, 2023
1:30 PM**

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

MINUTES

Notice of Meeting

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors Technology and Data Reporting Committee was held on February 21, 2023, beginning at 1:30 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: Jeffery Powell – Committee Chair, Shauna Burns, Susan Woods Coffindaffer, and James H. Myers III

Committee Members Absent: Anthony Hinton

Other Board Members Present: Thomas Cole, Christine Miller, and Juanita Nickerson

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

I. Call to Order

Jeffery Powell, Chair, called the meeting to order at 1:32 PM.

II. Approval of Minutes – December 2, 2022

Susan Woods Coffindaffer moved to approve the minutes from the December 2, 2022 Committee meeting. Shauna Burns seconded the motion. All agreed. Motion carried.

III. Updates

A. Technology Policies

Tim Henline presented the **Information Technology and Data Reporting Report** (Attachment A) to the committee. Tim briefly reviewed the following sections: *Policies Headed to the College IT Committee and Policy Timeline* (Attachment A, Pages 4-5).

B. IT Infrastructure

Tim Henline reviewed *IT Infrastructure Completed and Soon To Be Completed* sections (Attachment A, Page 6) of the **Information Technology and Data Reporting Report**.

C. IT Software

Tim Henline reviewed *IT Software To Be Completed* section (Attachment A, Page 7) of the **Information Technology and Data Reporting Report**.

D. Help Desk

Tim Henline reviewed *IT Help Desk Completed* section (Attachment A, Page 8) of the **Information Technology and Data Reporting Report**.

IV. Data Analytics and Report

Tim Henline reviewed *Data Analytics & Reporting Completed* section (Attachment A, Page 9) of the **Information Technology and Data Reporting Report**.

V. Adjournment

There being no further business, Susan Woods Coffindaffer moved to adjourn the meeting. Shauna Burns seconded the motion. All agreed. Motion carried.

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!

Information Technology & Data Reporting

**PIERPONT COMMUNITY &
TECHNICAL COLLEGE**





IT POLICIES

Policies Headed to the College IT Committee

- **Acceptable Computer Use**
- **Access to Security Controlled Spaces**
- **Anti-virus**
- **Backup and Recovery**
- **Change Management**
- **Computer Disposal**
- **Computer Security**
- **Data Security**
- **IT Firewall**
- **IT Acquisition**
- **IT Incident Response**
- **IT Inventory**
- **Microsoft Updates**
- **Mobile Devices**
- **Password**
- **Remote Access**
- **E-mail Access**

A vertical rectangular graphic with a dark blue-to-black gradient background. The text "IT POLICIES" is centered in white, bold, sans-serif font. "IT" is on the top line and "POLICIES" is on the bottom line.

IT POLICIES

IT Policy Timeline

- 1. Creation/Modification**
- 2. IT Committee**
- 3. Human Resources**
- 4. Shared Governance Process**

A vertical rectangular graphic with a dark blue-to-black gradient. The text "IT INFRASTRUCTURE" is written in white, bold, sans-serif font. "IT" is positioned above "INFRASTRUCTURE".

IT INFRASTRUCTURE

COMPLETED

- 1. Middletown Commons**
- 2. Several Classroom Projects**
- 3. Upgrades to Security**

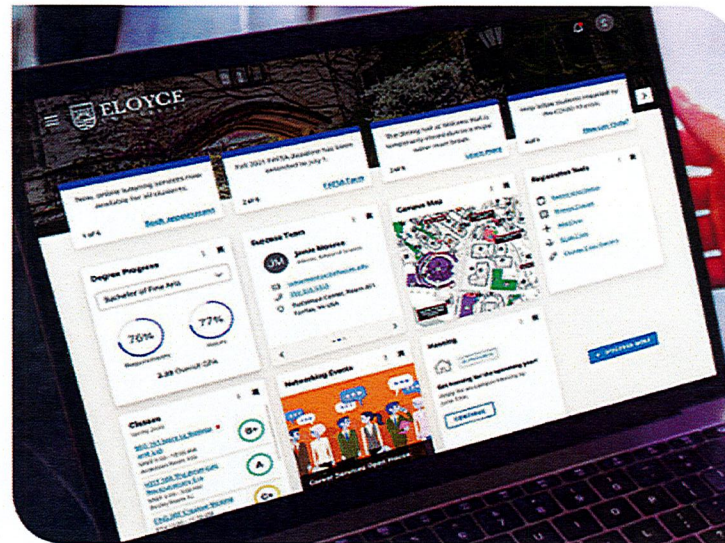
SOON TO BE COMPLETED

- 1. Vet Tech**
- 2. Upgrade to ATC Room 216A**
- 3. Additional Classroom Projects**
- 4. One Phone System**

IT SOFTWARE

TO BE COMPLETED

1. E-Processing
2. Business Intelligence
3. Banner 9 Self Service
4. Ellucian: Experience

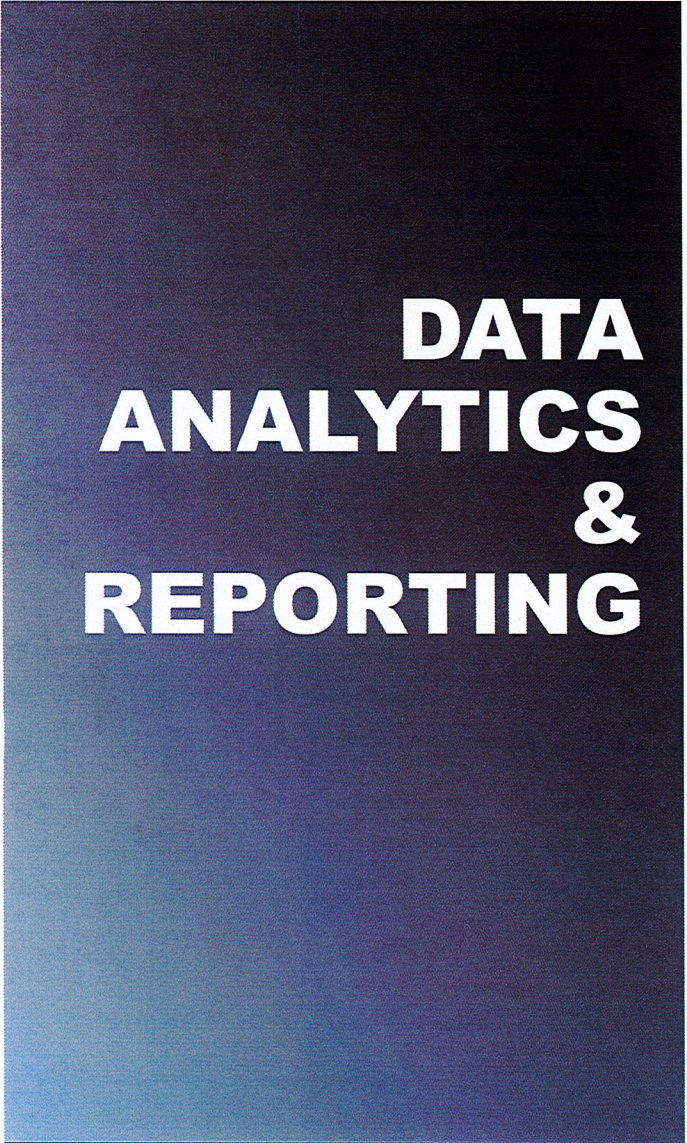


IT Help Desk

COMPLETED 1. Jira Help Desk

The screenshot displays the Jira Help Desk interface for the 'Pierpont Helpdesk' service project. The main content area shows a list of 'Open incidents' with columns for Key, Summary, Reporter, Assignee, Status, Created, and Time to resolution. The incidents listed include 'Fix: Work Study', 'Missing Credentials - 202320', '<Empty Subject>', 'Printer Error', 'ATC 115', 'Microsoft download.', 'Scanner', and 'Request DialPad App and Speaker Assistance and DataRails Issue'. The interface also features a left sidebar with navigation options like 'Back to project', 'Incidents', 'STARRED', 'TEAM PRIORITY', 'Manage queues', and 'Give feedback'.

Key	Summary	Reporter	Assignee	Status	Created	Time to resolution
PH-317	Fix: Work Study	jcollins13@pierpont.edu	SA Steve Akers	OPEN	20/Feb/23	Tomorrow 09:45 AM
PH-316	Missing Credentials - 202320	John	SA Steve Akers	OPEN	20/Feb/23	Tomorrow 09:42 AM
PH-315	<Empty Subject>	tvance@student.pierpont.edu	CD Chris Daniels	OPEN	20/Feb/23	Today 04:50 PM
PH-314	Printer Error	scoffindaffer@pierpont.edu	CD Chris Daniels	OPEN	20/Feb/23	Today 04:41 PM
PH-312	ATC 115	ifoster2@pierpont.edu	CD Chris Daniels	OPEN	20/Feb/23	Today 02:44 PM
PH-300	Microsoft download.	hmarino@student.pierpont.edu	CD Chris Daniels	OPEN	15/Feb/23	16 Feb 01:00 PM
PH-297	Scanner	Sierra Spitzer	CD Chris Daniels	OPEN	15/Feb/23	15 Feb 01:57 PM
PH-293	Request DialPad App and Speaker Assistance and DataRails Issue	cfletcher6@pierpont.edu	CD Chris Daniels	OPEN	14/Feb/23	15 Feb 10:18 AM



**DATA
ANALYTICS
&
REPORTING**

COMPLETED

1. HEPC End of Fall Reports

- 1. Course**
- 2. Workload**
- 3. Schedule**
- 4. Ad**

2. IPEDS

- 1. Student Financial Aid**
- 2. Completions**
- 3. Graduation Rates**
- 4. Graduation Rates 200**
- 5. Admissions**
- 6. Outcome Measures**

Completions: 2022 Degrees & Certificates 706

Completions: 2021 Degrees & Certificates 552