

Information Technology Council Meeting

Tuesday – May 6, 2025

3:30 – 4:30 pm

Minutes

Chair Jeff Coiner, CIO called the session to order at 3:38 pm and a quorum was present.

Members' Present: Jeff Coiner (Chair), Greg Rainwater (Deputy Chair), David Young (West Plains Representative) (Remote), Dr. Dave Meinert, Phil Bridges, William Hader, Brad Davidson (Remote), Micheal Foster (Remote), Angela Barker, Kevin Piercy and Ian Alaimo

Also, present: Theresa McCoy, Brian Edmond, Kristi Oetting, and Nicole Muse

1. Welcome

Jeff Coiner

- Approval of minutes from 03.25.2025

Attendees were asked if they had any questions or comments about the minutes from the last meeting. No changes or objections were noted.

Decision: Previous meeting minutes were approved as submitted.

Action Item: Nicole to post the approved minutes on the website.

2. IT Procurement Discussion

All

Discussion initiated regarding the IT procurement process, originally developed about 1.5–2 years ago in response to an auditor's recommendation. While the current process was a solid start, there is recognition that improvements can be made to make it more streamlined and user-friendly. Recent updates align with upcoming major software acquisitions and potential collaboration with the MIS team.

Emphasized the need for a software registry or cloud-based service to track all tech assets institution-wide. Pointed out that software or service contracts often get lost when staff leave the university, leading to knowledge gaps and redundancy.

The group discussion helped clarify confusion around what constitutes software, especially when subscriptions are mistaken as non-software purchases, showing the need for clearer definitions and guidelines. J. Coiner mentioned the possibility of bringing these issues to the University Council, underscoring a need for policy-level awareness and support.

There was a consensus that the goal is not to make processes harder but to make them faster, easier, and more reliable. There's also recognition of the need for faculty/staff training, better communication around the IT involvement, and prioritization strategies for managing competing project demands.

The overall tone was collaborative but concerned, reflecting a desire to improve institutional processes without overburdening staff. Participants expressed frustration at current inefficiencies and risks but remained solution-focused, emphasizing prevention, transparency, and stakeholder engagement.

3. AI Policy Development

All

To discuss the status and necessity of an AI policy at the university, including perspectives from IT, academic integrity, HR, student governance, and broader institutional concerns. There are fears about unregulated use of generative AI, particularly ChatGPT, by staff and students who input university data into public tools. J. Coiner initiated the discussion by noting that multiple departments (Academic, HR, IT, Student Government) have independently begun drafting or considering AI-related policies. He questioned whether the university should consolidate efforts into one comprehensive policy or create department-specific guidelines. He is forming a cross-functional group to review existing work and encourage collaborative input on the topic.

The tone was proactive and reflective, marked by concern over unregulated AI usage and risk exposure. There was strong institutional will to coordinate, though frustrations were expressed about current fragmentation of efforts. Participants demonstrated urgency to protect academic and operational integrity while still enabling innovation and efficiency through AI tools.

4. Reminders/Updates

- **Friday, May 9, 2025**, is the last day for Scantron use on campus
- **Saturday, May 24, 2025 - Upgrade Day** - We can expect short, intermittent network outages between 8:00 AM and 5:00 PM

5. Next meeting on Tuesday, June 3, 2025 - Cancelled

All

- 3:30 pm – 4:30 pm
- Meeting in Sicheluff Hall 225

The members of the IT Council did not have any other business to discuss.
The meeting was adjourned at 4:33 p.m.