

**University Computer and Technology Committee**  
**February 15, 2022**

**Members Present:**

Cole, Corey  
Delgado, Porfirio  
Elswick, Clark  
Gormley, Matthew  
Kuhlmann, Kristin  
Lucas, Vee  
Procter, JD  
Roark, Ryan  
Sanchez, David  
Waldo, Kristin

**Members Absent:**

Bramlett, Joshua  
Laman, Kerstiy  
Ziyi Niu

**Declare a quorum:** Dr. Corey Cole called the meeting to order at 3:30 p.m.

**Minutes:** Minutes for November and submitted to Governance. Motioned by Waldo, Kristin. Seconded by Kuhlmann, Kristin. All approved.

**New Business:**

Mr. David Sanchez – Presented Mailbox Rules

[enmu.edu/training](http://enmu.edu/training)

[enmu.edu/technicalguide](http://enmu.edu/technicalguide)

[How to securely transmit physical signatures and other documents](#)

[ENMU Web Email Feature highlights](#)

Dr. Waldo

Consideration of UCTC or Faculty regularly reviewing technology tutorials available to them and their students, possibly recommending modification and creation requests as needed.

I motion that the UCTC committee takes up the review of tutorials before each meeting. ITS would provide training materials for the committee to review.

Vote: 8 Yea's. 1 abstention. 0 No's

Consideration of teams rooms for classes.

Almost all the smart classrooms have a pan tilt, zoom camera, and a USB microphone with a longer cord.

Bookings Feedback.

I had more participation using bookings compared to email or phone.

The next meeting will be on March 8, 2022

**Adjournment:** A motion by Kuhlmann, Kristin, and seconded by Roark, Ryan to adjourn passed at 4:04 p.m. All approved.

**Attachment:**

Minutes prepared by Russell Johnson.