



Northern New Mexico College

Information Technology Process Improvement Team

Charter

ARTICLE 1 – Purpose

The purpose of the Information Technology Process Improvement Team is to:

- **Develop an institutional information technology five-year strategic plan.**
- **Provide recommendations to the college on acquisition and management of IT Resources.**
- **Support and encourage the use of technology as a tool in the learning environment.**
- **Develop initiatives to improve institutional uses of technology.**
- **Evaluate the effectiveness of proposed and existing IT initiatives.**
- **Develop IT policies and standards.**

ARTICLE II – Members

Information Technology PIT Membership includes:

- 1. Kuldip Hira – Chief Information Officer**
- 2. Annette Garcia – Director of HEP and CAMP Programs**
- 3. Elizabeth Sanchez – BAOA Faculty**
- 4. Patricia Borrego – Director of MIS**
- 5. Michael Dickey – Director of BSIT**
- 6. Ivan Maestas – MIS Technician**
- 7. Tom Vallejos - Coordinator of Distance Education**
- 8. Ted Griffith – Maintenance Department**
- 9. Guido Gellis – SOL Director**
- 10. Steve Wold – Math Specialist for Title V**

ARTICLE III – Membership Appointments

The President of Northern New Mexico College shall appoint members to the Information Technology PIT. Term of office shall be two years. Continued membership is at the pleasure of the President of the College



ARTICLE IV – Meetings

The Information Technology PIT will schedule regular meetings as follows.

Meet twice a month on the second and fourth Tuesday of each month.

Meetings shall be scheduled for at least one hour

Special meetings may be called by the Chairperson as needed

ARTICLE VI – Attendance Requirements

All members are expected to attend meetings of the Information Technology PIT.

When a member is absent from two meetings without advance communication, the chairperson may consider recommendations for replacement of the member.

ARTICLE VII – Minutes

Minutes of the PIT meetings will be drafted, approved by the committee, and warehoused on the NNMC AQIP website.

ARTICLE VIII – Amendments of By-Laws

These by-laws may be amended at any regular or special meeting of the Information Technology PIT by simple majority of the Committee.