

Tech Council Business

- Review and approve minutes for [April 5th](#) meeting
 - **A motion to review and approve meeting minutes for April 5th at the next Tech Council meeting on May 3rd was made by Ian and 2nd by Rodger. A motion to only meet until 3:30 or quorum is not met due to budget meeting at 4:30.**
 - **Motions were approved unanimously.**
- Any additions to today's agenda?
 - No additional items
- Upcoming Presentations:
 - Mike Sims and Brian Kelly will be joining us in April or early May to discuss the Institute for Sustainable Practices (ISP) work on the process of updating Lane's Climate Action Plan to become carbon neutral by 2050. More information can be found at <https://www.lanec.edu/sustainability/climate-climate-action-plan>
 - They hope to discuss their goals, listen to our feedback, and have an updated plan to present to the Board of Education for approval by early fall 2017
- Status Updates - Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017 (10 mins)
 - Review work plan items that are due? Are there any other COPPS Policies due soon?, Kyle let us know that the remote access policy has not been updated in COPPS in 12 years, the council thought that it had been review last year and just not updated in COPPS, we will ask Lori Brenden to check on this.
 - #9 Ian updated us on Survey / Focus group met and started to but some ideas and questions together.

Resources:

[Tech Council Work plan 2017](#)

[Tactical Initiatives - Technology Plan 2016-17](#)

[Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017](#)

General Business

Attending: Kyle, Tony, Rodger, Ian, Barb, Angela, Bill, Meredith, Linda

Recorder: Leanne
Quorum (8): 9/14

Planned Topics:

- [Graphic](#) for [5 year plan](#) for review
 - Add description for items 11 & 12 to the plan.
- [Employee](#) Communications Policy Update/Finalization
 - Ian reported that College Council did not look at this because of current budget concerns and will address it and their next Council meeting.
- Discuss ways to improve communications with students through multiple mediums.

- Student involvement, how do we put the community back into the college? How can technology help?
- Is ASLCC supposed to be doing some of the outreach?
- Student Affairs Council is very interested in communications.
- They want to make sure that they are involved in any conversations around gatekeeping and quantity of messages being sent out.
- Marketing needs to be involved in any changes that we are doing on how we are presenting information.
- Tech Council needs to be talking about the Work Plan or Policy and not talking about communication.
- How did the G Suite hard launch go?
 - Ian reported that 6296 students have claimed their accounts out of 8023.
 - What multiple communications did we use to let the students know?
 - Email, digital signage, titan times, faculty communication, 2 A-Frame's in the Center bldg, postcards strategically placed on campus and 100 posters around campus.
 - Meredith and Linda both reported that they had not received any bad comments from students.
 - It was suggested that we do an article in Torch to explain why we have a new student email.
 - Text messaging- could we set up another platform like Lane Alert?

Quick Updates:

- College ID Card update?
 - Tony's [Preliminary research](#) - No update
- [GroupWise Email](#) update? - No update
- [Digital Signage Guidelines](#) - Subcommittee for Digital Signage policies/procedures - Kyle, Ian, Tony, and Alen - No update
- [Records Management & Archiving](#) - Any update on how other colleges are handling this?
 - Upcoming meeting with Archivist is scheduled for April 25th
- Student Messaging Gatekeeper
 - Was Bill able to connect with Christina Walsh and Kerry Levett?
 - Multi-council commission proposal
 - Investigate a gatekeeper function to make sure our messaging is consistent, not redundant and reasonable.
 - Of note: [Why are colleges so bad at sending email?](#)
- [Survey/Focus Group for Students, Spring 2017](#)
 - If we want measureable data then the survey will work great

	<ul style="list-style-type: none"> ○ The focus group would be good to bring people in, have them fill out the survey and then talk about how they responded. ○ Could be have a roaming Jedi reporter randomly asking these questions around campus? ○ Can we offer an incentive? Answer the survey and be entered in to win??? ○ 																				
<p>Future Topics:</p>	<ul style="list-style-type: none"> ● Topics for next meeting <ul style="list-style-type: none"> ○ Demo of Google Spam Filtering and Google Vault by Ed Radza ○ Replacement for classified position on council - also check with Ken 																				
<p>Meeting Schedule (3pm - 4:30pm)</p>	<table border="1"> <tr> <td>October 5, 2016</td> <td>October 19, 2016</td> <td>November 2, 2016</td> <td>November 16, 2016</td> </tr> <tr> <td>December 7, 2016</td> <td>December 21, 2016</td> <td>January 4, 2017</td> <td>January 18, 2017</td> </tr> <tr> <td>February 1, 2017</td> <td>February 15, 2017</td> <td>March 1, 2017</td> <td>March 15, 2017</td> </tr> <tr> <td>April 5, 2017</td> <td>April 19, 2017</td> <td>May 3, 2017</td> <td>May 17, 2017</td> </tr> <tr> <td>June 7, 2017</td> <td>June 21, 2017</td> <td></td> <td></td> </tr> </table>	October 5, 2016	October 19, 2016	November 2, 2016	November 16, 2016	December 7, 2016	December 21, 2016	January 4, 2017	January 18, 2017	February 1, 2017	February 15, 2017	March 1, 2017	March 15, 2017	April 5, 2017	April 19, 2017	May 3, 2017	May 17, 2017	June 7, 2017	June 21, 2017		
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<p>Membership for 2016 - 2017:</p>	<ul style="list-style-type: none"> ● CIO for Information Technology (1) – Bill Schuetz (co-chair) ● Division Dean of Academic Technology (1) – Ian Coronado ● Classified (3) – Rodger Gamblin, Denise Brinkman and vacant (1) ● Faculty (2) – Meredith Keene and John Thompson ● Managers (2) – Tony Sanjume, Carl Yeh ● Students (2) – Ken Dinnet, Angela Darnall ● Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) ● Recorder: Leanne Guthrie 																				