

## Technology Council – Meeting June 3, 2019

Attendees: Mira, Branden, Tony, Ian, Bill, Diego, Peter, Linda, Matt, Barbara by conference call

Recorder: Linda Schantol

### **Business:**

#### No additions to the agenda

June 17, 2019 will be our last meeting. Faculty will not be there. Peter can do Wednesdays next year. We can switch as long as we get scheduled.

Sub-committee work: We will get through the policies, look at the survey, any changes check with Barb when she returns.

Approval of minutes for May 20, 2019: Linda moved to approve, Brenden seconded, passed unanimously.

Governance System: Last organizational chart we saw was a first draft. Marge and Paul said it will like be a year before any major changes happened. We will operate as we do now for the next year.

#### Planned Topics:

Migration to team drive: It would be good to put into a team drive so all information is accessible to everyone. We will ask owners to put things into the drive. Ian will be tasked to build the team drive and contact those that need to put things in (Leanne/Kyle/Kevin) the drive. Ian will also be in charge during the transition. There was a consensus to hold on to all history. Items will be listed by year and we will look at it during the first meeting. Motion by Matt to have Ian in charge of this transition, Peter seconded. Passed unanimously.

Review work plan for 2019: Did not review at this meeting.

Technology Plan – We looked at the spread sheet of survey results. Carl will put a report together to push out fall term. This will be done over the summer. Bill and Thad will go through and address any issues. The next goals will come from this report. We will also use this information to address the strategic Plan. Ian want to talk to those in the 4J schools and other focus groups at least internally.

We discussed employee training: who should pay for it, and do we need it? There might be a need for a detailed plan. Should this be developed by the departments? Should there be one superuser to then lead the trainings?

#### Policy reviews:

- IT Banner user – minor changes made.
- Technology: Use rights: We through – no changes
- Software Purchasing – Add to work for next year in order to develop a rubric.
- Digital Signs – no changes
- Technology Accessibility – Priority this one first to get in front of College Council. Matt will fix links and make final changes to publish.

- System and Data Classification Policy and the Data Classification Policy should be merged together. Matt will try to get it out by next meeting.
- Employee Communications: approved
- Email Distribution: Made changes, one small sentence in 1<sup>st</sup> paragraph of narrative. Matt will move it forward and see what College Council says.

These policies will be sent to College Council with changes that can be easily see. Matt will do that as he sends them on this week. Matt will contact Jessica Alvarado to get on the agenda, although it might not be until fall term.