

<p>Tech Council Business</p>	<ul style="list-style-type: none"> ● Review and approve minutes for November 2 meeting. <ul style="list-style-type: none"> ○ Motion to approve Minutes by Kyle and 2nd by Linda - Approved ● Note taker for today (Leanne is available until Nov 30th) ● Any additions to today's agenda? <ul style="list-style-type: none"> ○ Email Security & Phishing
<p>General Business Attending: Tony, Rodger, Linda, Robin, Kyle, Barb, Bill and Ian</p> <p>Recorder: Leanne Guthrie</p> <p>Quorum: Yes 8/14</p>	<p>Resources: Tech Council Work plan 2017 Tactical Initiatives - Technology Plan 2016-17</p> <p>Planned Topics: Chair and Vice-Chair Meeting Update</p> <ul style="list-style-type: none"> ○ It was a good meeting with all the councils. ○ Each council talked about their work plan and there was an open forum to have questions asked and answered. ○ There did not seem to be a lot of crossover between different councils so there wasn't a lot of concern about conflict on what the different councils are working on. ○ There did seem to be reasonable alignment between the councils and what they are working on, it didn't all tie together, but good work for the college. ○ Concern was expressed about the agenda and work plans not be available until the morning of the meeting. If these documents had been available earlier the entire meeting could have been more productive and run more efficiently. ○ One of the questions asked was "When is Gmail coming out for students?" <ul style="list-style-type: none"> ■ Bill & Barb were able to talk about all the difficulties we are having. ■ We need to continue communicating about it as the dates shift. ■ We need to explain about it, because students wonder about it. <p>Updates from GroupWise Email Survey subgroup</p> <ul style="list-style-type: none"> ○ Subgroup reached out to Ed Radza. ○ No more to report at this time. <p>Email Security and Phishing</p> <ul style="list-style-type: none"> ○ Phishing is becoming more sophisticated and frequent. ○ Phishing emails look like they are coming from legitimate sources but they are not. Emails and password are being stolen for different motives.

- This happened at Lane and had a huge affect on the Lane Foundation Office, they had to change all their email addresses.
- The problem is that it could happen again tomorrow.
- DigiTar is our spam filter. Spam filters are measured 1-10, 1 having the least ability to filter spam and 10 having the most ability.
- DigiTar is below a 5 and Google is closer to a 10
- Google usually detects spam when it's coming in and going out.
- It was suggested that this might be a reason to move to Google email.
- Google email has a built in filter already that is really good incoming and outgoing.
- Bill brought this up because it may be another reason to change our email system or the way we handle spam.

Student and [Employee](#) Communications Policies to College Council update

- Kyle is reviewing email policy guidelines for local government.
- Concern that the email record retention schedule has not been adhered to.
- Whatever system we decide to move to, then we need to have a plan before we move, on how we are going to adhere to that schedule going forward.
- Emails can constitute public record, so whatever email system we have, we have to make sure we maintain the original copy of that email in accordance to the state records retention schedule.
- Any stated college business in emails that are forwarded to personal email accounts makes that personal account subject to record retention, discovery law and FERPA.
- Review of Employee Communication Policy is needed.
- Any work done on a personal laptop in which college business is subject to the same discovery laws.
- **Kyle motioned** that we table the Employee Communication policy for 2 weeks so he could continue his review. **Ian 2nd the motion. Motion approve by the group.**
- **Student Communication** policy will be submitted to councils for approval.

Unconscious Bias Discussion related to Data - Ian report back?

- Ian emailed Craig Taylor and Molloy Wilson, they are unaware of any training for Unconscious Bias related to date, but thought it would be a good idea.
- Review FERPA
- What direction do we want to pursue?

- Bill will talk to Kerry Levett to see if she would know where we would get such a training.

College ID Card update

- Tony reported that he has been out and would like until January 18th 2017 to get back to the council.

Review Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017

- Status of tasks
- Update and Buildout plan
 - Reviewed and updated plan.
 - Dec 21 & Jan 4 meeting date for subcommittee work if needed.
 - [Link annual plan](#) projects is ready to be begun, doc is ready to go.
 - Develop a survey / focus groups for students
 - Change it this year so when we are talking to students we can ask what are your expectations?
 - There is a whole new group of students on campus, what do they want.

Amending policy regarding BCC for LCC Employee emails

- Union request this
 - The feeling is that when you use BCC it hides who you are sending it to and knowing who it is being sent from. This is important to some people.
- The reason is that the email is meant to be informational, somewhere there needs to be a reply too somewhere in the email.
- The issue is really how do we identify the sender and recipient.
- Do we need a BCC policy?
- We would like to see more of a technology solution than a policy solution.
- We would like to see an LCC employee alias that people can email to make sure that the all campus email lists are not abused.
- There is an unintended consequence of this particular technology implementation of that policy is that we don't know who sent it or who it is too in some cases.
- **Motion** to propose and approval at the next meeting to add language to this policy that requests but not require all the emails to include who is sending the email and who it can be replied to. Not as a requirement but as these are best practices. **Motion approved**

<p>Future Topics:</p>	<ul style="list-style-type: none"> ● Topics for next meeting <ul style="list-style-type: none"> ● Digital Signage Guidelines - Work with Alen to develop policy ● Records Management & Archiving <ul style="list-style-type: none"> ○ Training video ● Student Messaging Gatekeeper- reduce the volume <ul style="list-style-type: none"> ○ OrgSync - difficult conversation because of student success plans that some departments have. ○ Gmail 																							
<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 Robin Geyer ● Faculty (2) – Meredith Keene and John Thompson ● Managers (2) – Tony Sanjume, Jen Steele ● Students (2) – Ken Dinet, vacant (1) ● Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) ● Recorder: Leanne Guthrie 																							

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