### Tech Council Business

- **Reminder** - Boardroom is being remodeled, so we will be meeting in 2/214 on 1/18 and 2/1. (1 min)
- Review and approve minutes for **December 7** meeting (5 min)
- Note taker for today (1 min)
- Jen Steele has stepped down, we are vacate one management position (2 min)
- Any additions to today’s agenda? (2 min)

**Resources:**
- [Tech Council Work plan 2017](#)
- [Tactical Initiatives - Technology Plan 2016-17](#)

### General Business

**Attending:**

**Recorder:**

**Quorum (8):**

### Planned Topics:

- Any additional discussion or work done in relation to [GroupWise Email](#)? (10 min)
- [Employee](#) Communications Policy Review/Discussion (10 min)
- Student Communications Policy update (2 min)
- Unconscious Bias Discussion related to Data - Bill report back? (2 min)
- [Records Management & Archiving](#) - Any update on how other colleges are handling this? (6 min)
- Student Messaging Gatekeeper (15 min)
  - OrgSync
  - Gmail
  - Of note: Why are colleges so bad at sending email?
- College ID Card update (15 min)
- Topics for next meeting (4 min)

### Future Topics:

- [Digital Signage Guidelines](#) - Work with Alen to develop policy

### Meeting Schedule (3pm - 4:30pm)

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<th>October 5, 2016</th>
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**Membership for 2016 - 2017:**

- 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, vacant (1)
- 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