**Tech Council Business**

- Any additions to today’s agenda? (1 min)
- Membership for this year (2 min)
  - Kevin: Member by Position or Faculty Position?
  - Membership Vacancies to work out: Classified (1), Faculty (1 - if not Kevin), and Student (1)
- Approve Minutes for 11/15/2017 (5 min)
- December 20 meeting - shall we hold the meeting or cancel? (Bill and Barb are both out on that day)
- Learning Council’s Learning Plan Conversation Kit
  - Upcoming campus-wide conversations
    - Location: Building 4, Room 106
    - Dates/Times:
      - Jan. 30 from 1pm to 2pm
      - Jan 31 from 11am to noon
      - Feb 2 from 9am to 10am
- Future Visit with Jennifer Hayward - to discuss Lane’s master planning process and gather our feedback
  - Scheduled for January 17

**General Business**

**Atending:**
- Recorder:
- Quorum (7):

**Planned Topics:**

- Quick updates on projects discussed last year:
  - Employee Communications Policy Update/Finalization (1 min)
    - Final Review/Approval from College Council?
  - Student Communications Policy - final sign-off? (1 min)
  - Records Management & Archiving (5 min)
    - Any updates (Ian - D.A.M. Project and/or updates from Kristin Gustafson)?
  - Digital Signage Guidelines (5 min)
    - Subcommittee (Kyle, Ian, Tony and Alen) - Update?
  - Workplan for 2017-2018 - (40 mins)
    - Use Tech Council Charter as a basis for our workplan each year
    - Questions to answer: Does it make sense and are the assignments correct on our workplan?
  - Survey Development update (Carl & Ian) (10 min)
    - Review of updated survey
    - Do annual IR and IT satisfaction surveys: ask for strengths and opportunities for improvement: What is working, what is not working?
  - Student Email Directory Update (5 min)
### Technology Council Agenda

**3:00pm to 4:30pm  
3/216 - Boardroom  
December 6, 2017**

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<thead>
<tr>
<th>Any other updates? (5 min)</th>
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<tr>
<td>- New Business</td>
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<td>- College ID Card - Update?</td>
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<td>- College-wide Email System</td>
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#### Future Topics:

- Future Topics
  - Learning Council’s Learning Plan

#### Resources:

- Tech Council Charter
- Tech Council Work plan 2017
- Tech Council Work plan 2018
- Tactical Initiatives - Technology Plan 2016-17
- Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017
- Five Year Plan
- Five Year Plan Graphic

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

<table>
<thead>
<tr>
<th>October 4, 2017</th>
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<th>November 1, 2017</th>
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<td>December 6, 2017</td>
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<td>February 7, 2018</td>
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<td>April 4, 2018</td>
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<td>May 16, 2018</td>
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<td>June 6, 2018</td>
<td>June 20, 2018</td>
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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 vacant (1)
- Faculty (2) – John Thompson and vacant (1)
- Managers (2) – Tony Sanjume, Carl Yeh
- Students (2) – Vacant (1) Will Schuh
- Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)
- Recorder: Leanne Guthrie