Tech Council Business	● Any additions to today's agenda? 　○ Carl had a few more questions from Student Affairs ● Membership for this year 　○ No updates yet ● Approve Minutes for [4/5/17](#) & [4/19/17](#) 　○ Minutes were reviewed and a motion to approve by Linda and 2nd by Tony. 　○ Minutes were approved. ● Approve Minutes for [10/4/2017](#) 　○ Minutes were reviewed and a motion to approve by Carl and 2nd by Roger. 　○ Minutes were approved. **Resources:** **Tech Council Work plan 2017** **Tactical Initiatives - Technology Plan 2016-17** **Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017** **Five Year Plan** **Five Year Plan Graphic**
General Business **Attending:** **Tony, Roger, Carl, Bill, Linda, Will and Kyle** **Recorder: Leanne** **Quorum (7): 7/12**	**Planned Topics:** ● Quick updates on projects discussed last year: 　○ Employee Communications Policy Update/Finalization 　　■ No update f/ Kyle, he need to reach out to Dennis in HR 　　■ There are some procedural questions about what happens when Legal counsel makes substantial changes to a policy, will it need to go back to College Council? 　○ Records Management & Archiving - 　　■ Look at the federal policy. 　　■ Look at what statements we can make related to that on what can we or can't we do. 　　■ Have something put together and or dig a little deeper if we can't meet the gap and see what funding may / might be available. 　　　● Council decided to table this until Ian could be present. 　○ College ID Card update 　　■ 1st meeting was held and they mainly discussed the forming the group and the timeline. 　　■ They discussed the scope of the project and would like to get the full scope and RFP done this Fall term. 　　■ The group would like to present the project to vendors during Winter term. 　　■ Our hope would be to possibly have a pilot in the Summer. 　　■ A point of discussion was funding, could it be student funded? If so then we will have to move quickly through the processes and councils in order to have it available for students.

- We will be meeting 1 or 2 times a month to get this started.
- Bill asked if the group was working on what the requirements are.
  - Tony responded they the group brainstormed on what or who should be included and they are going to try and get someone from Athletics and the Library to join the group since they would be stakeholders
  - The next few meeting with be about what we want to do on this campus in regards to the card and what it will offer.
  - There are a lot of upsides to have a one ID card on campus
  ○ [Digital Signage Guidelines](#) Subcommittee (Kyle, Ian, Tony and Alen)
    - We are currently mocking one up for Main Street in the center building.
    - The emphasis will be on advertising from student groups and not on college branding.
  ○ Another survey this year?
    - Student/Faculty/Staff surveys for each group separately?
      - We never hear about what the results are or what is being done with the information.
      - Shorter surveys would be better...short and sweet.
    - Focus on:
      - How students are using Technology.
      - Device ownership, Social Media use?
      - Are there any questions that ask? "if we knew then we would do"
      - Do we want a survey committee? Carl will talk with Craig and Ian and start a Google doc with questions
  ○ Follow-up questions from last time for Carl on the student email and directory question.
    - Define what the use of this list would be
    - Discussion on concerns
      - Concerns about how they are using the student my.lanecc.edu, and are they using it?
      - Once we assign the email we know it is going to the student.
      - Concerns about auto forwarding, we don't have concerns about student choosing to forward their own email, we are concerned about staff forwarding email to a non-Lane email address.
      - Discuss ATC creating documents for student forwarding.
        ○ Carl will talk to Michael Levick and Ian
      - Can student go back into their MyLane and change their email's back?
        ○ No they cannot.
      - Directories for Students
        ○ Carl said most colleges have a student directory
        ○ Discussion about if we did have a student directory there would have to be an opt out feature.
        ○ Concern that if the directory is open to the internet it would be open to data mining.

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● Discuss Student Directories with legal counsel re: FERPA
  ○ We need 2 students, 1 classified, and 1 faculty representative
    ○ We now need 1 student, 1 classified, 1 faculty
  ○ Any other updates? none
● New Business
  ○ Current updated work plan for Information Technology (draft)
    ■ (see email reminder for meeting with attached file)
    ■ Question around what Google apps should be turned on for what roles and what group should own that.
    ■ If we turn on more and more apps privacy could become an issue.
    ■ Question about our email platform.
      ● We have been talking about this for a year, either get people together or talk about it seriously or drop the subject.
      ● Bill will update the work plan and bring it next time.
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Future Topics:	● Future Topics

Meeting Schedule (3pm - 4:30pm)

October 4, 2017	October 18, 2017	November 1, 2017	November 15, 2017
~~October 4, 2017~~	~~October 18, 2017~~	November 1, 2017	November 15, 2017
December 6, 2017	December 20, 2017	January 3, 2018	January 17, 2018
February 7, 2018	February 21, 2018	March 7, 2018	March 21, 2018
April 4, 2018	April 18, 2018	May 2, 2018	May 16, 2018
June 6, 2018	June 20, 2018		

Membership For 2017 - 2018:

- 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) – Will Schuh, Vacant (1)
- Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair)
- Recorder: Leanne Guthrie