

<p>Tech Council Business</p>	<ul style="list-style-type: none"> ● Welcome to Tech Council for 2017-2018! ● Any additions to today's agenda? <ul style="list-style-type: none"> ○ No additions ● Membership for this year <ul style="list-style-type: none"> ○ We have a few openings, Meredith will not be returning and we haven't heard from John, so at least 1 faculty. ○ We will need 2 student reps also ● Minutes from 4/5/17 & 4/19/17 <ul style="list-style-type: none"> ○ Leanne has verified that minutes have not been approved so this will be added to agenda for our next meeting. <p>Resources:</p> <p>Tech Council Work plan 2017</p> <p>Tactical Initiatives - Technology Plan 2016-17</p> <p>Annual Plan Mapped to Core Themes and Strategic Directions 2016-2017</p> <p>Five Year Plan</p> <p>Five Year Plan Graphic</p>
<p>General Business</p> <p>Attending: Barb, Tony, Linda, Kyle, Denise, Ian, Rodger and Bill</p> <p>Guests: Kevin</p> <p>Recorder: Leanne</p> <p>Quorum (6): 8/6</p>	<p>Planned Topics:</p> <p>https://docs.google.com/a/lanecc.edu/document/d/1iv8vBz2RPqtFoUoyGMMru8-mx-Emi Je -vFF4dtVLI/edit?usp=sharing</p> <ul style="list-style-type: none"> ● Quick updates on projects discussed last year: <ul style="list-style-type: none"> ○ Employee Communications Policy Update/Finalization <ul style="list-style-type: none"> ■ Kyle reported that he met with the Lawyer and HR and thought that Dennis would be sending the policy though to Union leadership for the final steps, but, there is some hold up and Kyle will continue to work with HR. ○ Records Management & Archiving <ul style="list-style-type: none"> ■ Need to look at our policy, statement, and what we can and are unable at this time to fulfill ■ Barb said that IT was looking at some software but the project is on hold until Winter Term. ■ Ian talked about a concern about retention of employee communications, but that has been resolved by the use of Google Vault.

- Denise shared that we are not archiving internally now. The backup for GroupWise is only 4 weeks. The backup for all other records for the college in file storage is only 3 weeks.
- We understand that archiving is federally mandated but there is no funding to support it.
- Ian suggested that there are other resources like unlimited storage f/ Google, can we use API's to route into Google?
- Should we have an office response to the archive questions and may be some recommendations?
- Barb clarified some steps to talk about.
 - Look at their 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.
- College ID Card update
 - Tony reported that a committee has been identified and there will be a meeting next week.
 - The committee will be working on getting timelines, scope and funding.
 - This group will be the steering committee and will meet a few time to get the requirements figured out.
 - Funding is required before approval or moving forward.
 - Steering committee will be made up of the people whose departments that would have a stake in the ID One card.
- [Digital Signage Guidelines](#) Subcommittee (Kyle, Ian, Tony and Alen)
 - The movement subcommittee gave all the work to someone else and pilot a different look and be able to assign next week and have something written up.
- Any other updates?
 - Ian suggested that we have another survey of employees and students to see/ask what technology is needed and what their expectations are.
 - It's been 3.5 years since the last survey.
 - A core team has been established.
 - There is a long list of questions and the group is thinking about bringing in Ed Radza to help shape some of those questions about GroupWise to be more valid. Also Ray Knerl about Wifi.
- New Business
 - Student Affairs management questions

- Are there guides for students on how to forward their my.lanecc.edu accounts?
 - NO, we can direct them to google.
 - Our intent was not to tell them how to do it, but not encourage it.
 - There was concern from this council, that if there were any non-directory information about a student forwarded on anyone else's servers it could potentially be a FERPA issue.
 - Kyle said that if a student chooses to forward their own email than that is their choice and it would not be a FERPA issue.
 - Ian doesn't think it's a valid concern.
 - Some feel that information might be leaking out if the emails were being forwarded and this is why students are not reading their email.
 - We need to find out if every student has been provided with a student Gmail account.
 - Kyle said there are 212
- Are notices given to students regularly to check their my.lanecc.edu account - is there a policy that states how frequently they check (such as once per day?)
 - The student communication policy states - frequently and consistent basis because all communication is being sent through their Gmail account.
 - A reminder is part of the registration process, and on moodle.
- Do students have the ability to change their preferred email address? (not desired)
 - No not in banner
- Will there possibly be an email addresses for students in a directory?
 - Bill said there can be a directory built.
 - We would need some clarification on what the intended use would be. Barb will follow up with Carl.
- If privacy or other concerns would prevent that, then could there be a directory accessible only by staff and faculty?
- Some students don't want other student to know their email address.
- Review Workplan for 2017 and begin development of workplan for 2018
 - Bill let the council know that ASA has come up with about 7 projects for IT to work on.
 - These projects will be reviewed at the Executive Team meeting next week to see if ET has any additional projects of higher priority.
 - ET would like us to go through our current projects and report back to them on where we are on them.

	<ul style="list-style-type: none"> ○ We need to look at the ones that are still real high priority, re-prioritize everything that way can really know what we need to be doing, so we can be doing what the institutional priorities are. ○ This year we have actually identified what the institutional priorities. ○ IT should really line up with the institutional priorities. ○ Bill would like to put the new and old projects together and re-prioritize them. ● We have our Tactical Initiatives mapped to the core themes and strategic directions. The new institutional priorities map into our Tactical Initiatives, but we think the college would like IT's priorities to map into the Institutional priorities. ● Ian asked where the institutional priorities are coming from and Bill said they are coming from the Board, President Marge Hamilton and the Executive Team. ● A review and updating of the Annual Plan was done for the remainder of the meeting. (see links under resources) 																				
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<p>Meeting Schedule (3pm - 4:30pm)</p>	<table border="1"> <tr> <td>October 4, 2017</td> <td>October 18, 2017</td> <td>November 1, 2017</td> <td>November 15, 2017</td> </tr> <tr> <td>December 6, 2017</td> <td>December 20, 2017</td> <td>January 3, 2018</td> <td>January 17, 2018</td> </tr> <tr> <td>February 7, 2018</td> <td>February 21, 2018</td> <td>March 7, 2018</td> <td>March 21, 2018</td> </tr> <tr> <td>April 4, 2018</td> <td>April 18, 2018</td> <td>May 2, 2018</td> <td>May 16, 2018</td> </tr> <tr> <td>June 6, 2018</td> <td>June 20, 2018</td> <td></td> <td></td> </tr> </table>	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		
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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 vacant (1) ● Faculty (2) – Vacant, John Thompson ● Managers (2) – Tony Sanjume, Carl Yeh ● Students (2) – Vacant (2) ● Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) ● Recorder: Leanne Guthrie 																				