Tech Council Business	• Meeting Minutes for Nov 18, 2015 were reviewed and approved. • Suggested edits were Dec 2, 2015 minutes were made, reviewed and approved.

General Business	**Planned Topics:**
	● Review and finalize work plan for this year
	   ▪ Short discussion about the work plan.
	   ▪ Motion to revisit work plan at the next meeting.
	● GroupWise Email Survey
	   ▪ We would like all employee's to use the college provided email system.
	   ▪ Not all employees are using it. Survey will help determine why and what's needed.
	   ▪ Kyle asked about getting data sync on phone for Google applications.
	   ▪ A motion to add calendaring to the survey and approved
	   ▪ Can we have a focus group to evaluate responses to survey?
	   ▪ A motion to send out email …Gmail is coming...will be sent out via Tech Council email.
	● Employee Communications Policy - discussion tabled to give work group time to finish.
	● Student Communications Policy - discussion tabled to give work group time to finish.
	● Request for feedback from Finance Council (email from Robin)
	   ▪ Robin reported that a little with 9 questions was being emailed out different groups, asking for their feedback.
	   ▪ Finance Council hopes to have feedback by the end of the month.
	   ▪ Barbara will receive feedback document and post it to Tech Council for group to review and comment on.
	● Workgroup reports (The Tactical Initiatives List was updated)
	   ▪ Work group for #7 reported that they looked at core themes to see what would be the best fit and adding them to the new annual plan.
	   ▪ We have tools for targeted messaging. We are waiting for a common email package so the messages will not go to spam.
	   ▪ Identify a plan for strategic messaging or procedures for strategic messaging
	      ● If that is the case it doesn't fall to us, it feels like it falls to SAC.
	      ● What falls to us is getting a student email platform.

	- Plan for failover capacity - What is our minimum level of redundancy? - If there is a single point of failure somewhere on our network is that an acceptable situation? - Are there certain services that should be back up out of region? - What is our or redundancy verses cost balance? - Is it dictated at a state level? Dose it fall on to this council? - What service do we have that need to be up or if they were down is there they would be crippling? Is there a backup plan for the most strategic? - Are there circumstances that it is ok for those to be down? Is there a diverse plan to handle it? - Should this be college policy? Is this a bigger conversation than what Tech Council should be involved in? - Internal Change Process - Is notifying the right people that systems are going down. - System status procedures. - If the change that didn't work is there a plan to reverse it? - There need to be a way to document what has been completed - Request from Institutional Effectiveness Committee (IEC) and planning subcommittee of College Council to discuss the college's new Core Themes and Strategic Planning process. (they want 20 to 30 minutes on our agenda sometime in January or February - date to be determined soon, this is just an FYI) - Email communication draft - Review before next meeting. It is in communications folder - Electronic student evaluations feedback (MyLane not compatible with smartphones) - instructors want survey to work on phones and do it in class
Future Topics:	- COPPs policy reviews - Annual plan updates
Meeting Schedule (3pm - 4pm in 2/128):	<table><tr><td>*October 7, 2015*</td><td>*October 21, 2015*</td><td>*November 4, 2015*</td><td>*November 18, 2015*</td></tr><tr><td>*December 2, 2015*</td><td>*~~December 16, 2015~~*</td><td>*~~December 30, 2015~~*</td><td>*January 13, 2016*</td></tr><tr><td>*January 27, 2016*</td><td>*February 10, 2016*</td><td>*February 24, 2016*</td><td>*March 2, 2016*</td></tr></table>

	March 16, 2016	April 6, 2016	April 20, 2016	May 4, 2016
	May 18, 2016	June 1, 2016		
Member-ship for 2015 - 2016:	- CIO for Information Technology (1) – Bill Schuetz - Division Dean of Academic Technology (1) – Ian Coronado - Classified (3) – Rodger Gamblin, Denise Brinkman and Robin Geyer, - Faculty (2) – Meredith Keene-Wilson and John Thompson - Managers (2) – Russ Pierson, Tony Sanjume - Students (2) – vacant (1) John Hernandez and Sora Boyd - Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers - Recorder: Leanne Guthrie			