Tech Council Business	- Minutes for Feb 10th were reviewed and approved - Discussion about All Councils Meeting that was February 18, 2016 from 3pm-5pm. Is there anything we need to discuss? - Where to find us on the Governance Web Site- meetings were not reserved under governance meetings in 25 Live - This has been changed as of 2/29/16. Also there are no minutes or relevant document are uploaded to the governance website. Leanne will check with Barbara Barlow on this. - What is Quorum for Tech Council? Quorum is one half of current members plus one. - We need 2 student representatives – Leanne will contact student body president Ashley Jackson to ask if there are any student interested. Email was sent to Ashley on Feb 25 2016 with no response as of Feb 29 2016 - A motion to have all upcoming meetings change to building 2 / room 214 was proposed and approved. All upcoming meetings in room 02/214 have been reserved. - We reviewed briefly All Council discussions on where different Councils are in there plan, SEM update process and Core Themes.
General Business	**Planned Topics:** **Resources:** **Tech Council Workplan 2016** **Tactical Initiatives - Technology Plan 2016-17** - COPPS Update on Software Install Forms - Software Install Request Procedure listed has a two links to the same form. New form being developed and the procedure will be updated. - Form is completed and updated, it is working and some have been used. - GroupWise Email Survey – - Get permission from learning council to run a survey- not needed per Craig Taylor who says it is a valid response - results to date 392 responses – enough to make a recommendation. 61.3% recommended that we switch to Gmail. - A motion was proposed that we push this forward through the

councils as a recommendation to implement Gmail.
- There are concerns and questions from Staff & Faculty about how some of the applications will work.
- There will be staff training, Faq sheet and a how to.
- We will work through the question and work out the details
  - Should we have a group that follows up unions and councils?
    - Ian has reached out to the 2 unions and we will need the faq sheet to hand out to the councils.
    - We would like to address the concerns before they ask the questions.
    - Notifying the unions so there is open communication
    - We need to make a recommendation to College Council to get approve to change email systems.
    - The decision matrix will show who we have to submit planning and recommendations to. It is just good practice when you're trying to implement a new system or making big charge get input and approval from everyone.

- It was suggest that Ed Radza, Ian Coronado, Linda Schantol and Robin Geyer work on the Gmail Faq sheet.

- Motion was proposed to extend the meeting in progress by 15 minutes and that motion was approved.

- Workgroup reports (The Tactical Initiatives List was updated)
  - Security policy team would like us to review a new policy at the next meeting
  - Tactical plan review
- Employee Communications Policy
  - Awaiting response from Meg on the employee communications policy we will revisit (questions regarding using the terms must vs should, from a legal standpoint and/or perception standpoint)
  - Feedback from Dennis Carr on the impact of the wording related to the use of the words must vs should
    - Dennis Carr doesn't think we should use the word must. Because it

brings about more contention. It's a fighting word.
- ○ Does the policy make it clear why we have this policy –
- ○ Should mention FERPA specifically as a separate bullet point?
  - ■ We will revisit this this point next meeting

- ● [Student Communications Policy-](#)

- ● Agenda, minutes and resource documents need to be uploaded into the Governance Council section of Lane's website.
  - ○ Leanne will ask Barbara Barlow who has been given that task.

    - ■ This task has been given to Leanne and she will upload information.

- ● Review and finalize [workplan](#) for this year
  - ○ Has the workplan been completed?
  - ○ Can we upload the workplan as a resource document in the governance council section of Lane's website?
- ● Create 2 subcommittees
  - ○ done on workplan
- ● Publish plans and distribute to divisions
- ● Notify and distribute COPPS policy changes to college, learning, and faculty councils

    - ■ The subcommittee needs to finalize the writing and get it through the Councils

- ● Both subcommittees involve communications/approval of issues from College and other councils.
  - ○ We need volunteers for these 2 committees
  - ○ Whoever is on the policy subcommittee should review COPPs policy changes with Thwing Havens

- ● Notify college, learning, and faculty councils that draft annual technology plans will be distributed to them for their review in March
- ● Ask to be put on the agenda of college, learning, and faculty councils in April to discuss technology plans. Seek approval from council's by end of April.
- ● Notify president and VP of College operations of intent to submit strategic and annual technology plans to them after approval from college, learning, and faculty councils around the

	end of April			
Future Topics:	● Electronic student evaluations feedback (MyLane not compatible with smartphones) ○ Instructors want survey to work on phones and do it in class ● COPPS policy reviews ● Annual plan updates			

Meeting Schedule
(3pm - 4pm)
1/27/16 - 03/216
2/10/16 - 03/216
2/24/16 - 02/128
3/02/16 - 03/216
3/16/16 - 02/128
4/06/16 - 03/216
4/20/16 - 02/128
5/04/16 - 03/216
5/18/16 - 02/128
6/01/16 - 03/216

~~October 7, 2015~~	~~October 21, 2015~~	~~November 4, 2015~~	~~November 18, 2015~~
~~December 2, 2015~~	~~December 16, 2015~~	~~December 30, 2015~~	~~January 13, 2016~~
~~January 27, 2016~~	*~~February 10, 2016~~*	*~~February 24, 2016~~*	*March 2, 2016*
March 16, 2016	*April 6, 2016*	*April 20, 2016*	*May 4, 2016*
May 18, 2016	*June 1, 2016*		

Membership 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 (2)
- Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers
- Recorder: Leanne Guthrie