Tech Council Business	**Reminder - Boardroom is being remodeled, so we will be meeting in 2/214 on 2/15, and 3/1.** - Review and approve minutes for February 1st meeting - Minutes were reviewed and a **motion to approve by Robin and 2nd by Kevin**. **Motion was approved unanimously.** - Any additions to today's agenda? - Update on GroupWise -vs- Google Calendar - Upcoming Presentations - Tammy Salman will be joining our meeting on March 15th at 3:15pm to do a 10 min presentation on the Assessment Team's efforts to develop a student-learning assessment plan as part of the strategic plan at Lane. - Mike Sims and Brian Kelly will be joining us in April or early May to discuss the Institute for Sustainable Practices (ISP) work on the process of updating Lane's Climate Action Plan to become carbon neutral by 2050. More information can be found at https://www.lanecc.edu/sustainability/climate-climate-action-plan - They hope to discuss their goals, listen to our feedback, and have an updated plan to present to the Board of Education for approval by early fall 2017. - Status Updates - Tech Council Work Plan 2017 and Tactical Initiatives 2016-2017 - No updates at this time. **Resources:** **Tech Council Work plan 2017** **Tactical Initiatives - Technology Plan 2016-17**

General Business	Planned Topics:

Attending: Ian, Barb, Tony, Robin, Linda, Kevin, Meredith, Kyle, Bill, Carl and Rodger
 	
Guests: Jen Steel Ed Radza
 	
Recorder: Leanne
 	
Quorum: 11/14
	Planned Topics:
	● **Finance Council planning process and timelines for long range financial plan**
	  ○ Jen & Robin are representing the Sub Committee for Finance Council.
	  ○ They shared the processes and principles for developing a long range financial plan for Lane. We really need the collective best thinking of campus community to help us chart a sustainable financial path forward.
	  ○ Information is available on the finance Council's web page.
	    ■ The plan will be for five years and reviewed every year after that. ~~After 5 years~~ The oldest year will drop off and a new year will be added.
	● Conversation Kit was reviewed
	  ○ Governance Council and Campus discussions Jan - May 2017
	  ○ Campus Information Sessions Feb, 21, 24, and Mar 1, 2017
	    ■ Focus will be on helping people understand our planning framework.
	    ■ Key elements of our finances both under revenue and expense sides and how we currently model it.
	    ■ We will really be relying on the web site for people to pose additional questions and ideas.
	  ○ Gathering feedback from Feb 21 – May 10, 2017
	  ○ Scenario Planning Sessions April 11, 18 and April 19, 2017
	    ■ How are we going to make decisions when we have investment opportunities?
	(The last session of each group will be live streamed and a blog available)
	  ○ Approval from College Council June 2017 and from LCC Board of Education July 2017
	● We know that other councils are still building their own plans. Ideally we would like to have the Learning Council Plan and Facilities Council Master Plans in place first as the driving force of the financial plan.
	● We want to make sure that we orientate it with our Mission, Values, Core Themes and Strategic Directions.
	● Our goal is to make sure we are using our resources in ways that are connected to other planning efforts, initiatives and priorities of the college.
	● Jen ask the Tech Council if they would like to be connected and engaged as a team.
	  ○ One concern is how can we factor in planning? How are we going to replace aging equipment?
	● Could the Tech Council map out a 10 year technology capital investment plan and tie it into the scenario planning?
	  ○ If there is an investment period what would the technology needs be?

- ■ Map out separate scenarios for lots of money, some money and no money.
- The planning committee wants to be really clear and transparent about the choices being made.Finance Council will bring the final draft to College Council on May 25th 2017, then final approval on June 8th 2017.
  - ○ Once you have the plan finalized and approved do you have a plan to execute it?
- We will communicate how we will approach implementation and we will have the implementation plan published for a specific date.
- The implementation of the strategic plan will be published on the website and they will have outcomes and measures and we are committed to an annual report. We are trying to build in our accountability and movement.

- **All Councils meeting report**
  - ○ We thought it went well and cordial.
  - ○ One surprise was that there was a spreadsheet brought forward that was 10 yrs old which had a list of COPPS policies which all the Councils were suppose to review and at least 2 Council Chairs had not seen the spreadsheet (Finance and Tech Chairs)
  - ○ Some of the other Councils liked the Conversation Kit and plan to use it for their planning process.
  - ○ Ed Radza gave presentation about G-Suite.
  - ○ College Council is proposing to break up log jams within the different councils through a new proposed process.
  - ○ One of the only all Council meetings where everyone presented and there were not a lot of questions or challenges on what anyone was working on.
  - ○ There was talk about better communication between the Councils and getting those communications out to our constituents.

- **Employee Communications Policy Review/Discussion**
  - ○ College Council voiced that faculty want to send and receive emails through their personal accounts.
  - ○ Our concern is that if the emails need to be retrieved for some reason the Faculty's personal email would be subject to legal discovery process.
  - ○ One of the concerns is the email retention time frame.
    - ■ If the emails are associated with students, do we have a policy which talks about the time frame in which we keep these communications?
    - ■ We would like and education suggests that we should have a policy outlining that time frame and everyone need to stick to it.

- - ■ This needs to be stated clearly so there are no misunderstandings about it and we can be legally accountable about doing what we say we are doing.
    - ■ We only retain those backups about 4 weeks because of storage issues.
    - ■ If we stay on GroupWise we will need more storage space and costs will increase. Using G-Suite is a good option for storage it has 999 terabytes of storage per user and it's FREE
  - ○ From the retention side many of the schools felt that they could set the duration of the email retention as long as they followed that duration they were good
  - ○ From the archive side of things it's a little more complicated
    - ■ If you send or have student information in an email and the same information is retained in Banner do we need to retain the email? Kyles response was no
    - ■ Records of development need to be kept, if they are dependent on if the retention schedule says correspondence or not.
  - ○ More detailed discussion on the length of time that we need to keep emails and it was suggested 5 - 10 years.
  - ○ Barb asked what our next step would be,
    - ■ Do we want to proceed with moving both the employee & student communication policies through the councils?
    - ■ Discussion continued about the changes made to the policy.
    - ■ In regards to FERPA, if you disclose an educational record to a 3rd party in anyway you must have a signed statement from the student saying that it is allowed.
    - ■ Many other colleges Employee Communication policies state "only communicate with the college provided email address"
  - ○ **Motion** to approve the Employee Communication policy by Robin and was 2nd by Meredith. **Motion was approved unanimously.**

- **Student Communications Policy update**
  - ○ College Council has concerns about whether or not students would really use the Lane email address.

- **Any additional discussion or work done in relation to** [GroupWise Email](#)?
  - ○ Linda, Robin & Kyle presented to Peer to Peer Feb 15, 2017
  - ○ There was a general discussion on what the admin's liked and didn't like about GroupWise.

- There was a real mix of feeling which are noted on the link below.
  https://docs.google.com/a/lanecc.edu/document/d/1LTKHA_LDSLvW1Ynm7 G-tHlLTV0-UxjoioN8N8lj0Jg0/edit?usp=sharing
- We took a vote to see if the college should switch employee email accounts from GroupWise to Gmail. 11.5 Yes, 7.5 no. (One person didn't care)
- We asked the admins how best to get responses back from faculty and most thought it would be to email the admin staff and they would pass information onto faculty members.
- There was some concern about confusion of having both GroupWise Calendar and Google Calendar. Can we disable the Google Calendar and just use GroupWise? Ed's response was yes.
- Bill would like to make a decision soon since we are doing the student G-Suite roll out, we would like just 1 email platform.
- There may be a lot of backlash from some people but the bigger concern is the email retention and archiving issues. We want to be compliant in a cost conscious way. We can do this with gmail but not Groupwise.

- College ID Card update - not discussed
- Unconscious Bias Discussion related to Data - Not discussed
- Records Management & Archiving - Any update on how other colleges are handling this? Not discussed
- Student Messaging Gatekeeper - Not discussed

Future Topics:	● [Digital Signage Guidelines](#) - Work with Alen to develop policy			
Meeting Schedule (3pm - 4:30pm)	October 5, 2016	October 19, 2016	November 2, 2016	November 16, 2016
	December 7, 2016	December 21, 2016	January 4, 2017	January 18, 2017
	February 1, 2017	February 15, 2017	March 1, 2017	March 15, 2017
	April 5, 2017	April 19, 2017	May 3, 2017	May 17, 2017
	June 7, 2017	June 21, 2017		
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 Robin Geyer - Faculty (2) – Meredith Keene and John Thompson - Managers (2) – Tony Sanjume, Carl Yeh - Students (2) – Ken Dinet, vacant (1) - Additional members by position (0-4) – Linda Schantol, Kevin Steeves, Kyle Schmidt, and Barbara Barlow Powers (chair) - Recorder: Leanne Guthrie			