

<p>Attending</p>	<ul style="list-style-type: none"> • Bill Schuetz • Brad Hinson • Linda Schantol • Robin Geyer • Meredith Keene-Wilson • Tana Stuart • Barb Barlow <p>Not Attending:</p> <ul style="list-style-type: none"> • Jim Lindly • Mike Lainoff • Dale DuVall
<p>Minutes:</p>	<ul style="list-style-type: none"> • COPPS Policy and Procedures <ul style="list-style-type: none"> ○ Two New Policies: <ul style="list-style-type: none"> ▪ Print Management: <i>In keeping with Lane Community College's focus on environmental and fiscal sustainability, the college uses a managed print system. This system provides an array of print and alternative output features while reducing the college's environmental impact."</i> ▪ IT Acquisition: <i>The college posts an institutionally supported software and hardware list. The college posts procedures for adding, removing, and acquiring software and hardware from the respective lists. The hardware list may include but is not limited to: desktops, laptops, tablets, printers, fax machines, smart phones, and other hardware items.</i> • Information that would be useful: <ul style="list-style-type: none"> ○ Who do I contact? ○ Where is the list? ○ Where to purchase? ○ Who researches purchase? ○ Is there a price limit on p-cards? ○ At what point do I have to get 3 bids? ○ How do we get maximum benefit out across the college? ○ Some software is institutional, others are more specific to divisions to particular programs. Broad scope software would be institutionalized. Other more division specific software would require division consent/approval. <ul style="list-style-type: none"> • In Math, software requests are Instructor drive, and goes to a Tech Committee/ if approved, goes to MAC (Math Advisory Committee) the goes to the Dean for budget review and then goes to Division for approval • In Media Arts – experiment with new software, the goes to coordinator with request – Coordinator review list and prioritizes. Then Coordinator finds funds with the Dean • Centralized software for entire institution vs. division/department level software procedures • How does this tie into software licensing management? • Goal of maximum benefit for entire campus • Maintaining a hardware list for purchase – with flexibility • Council Collaboration – scenario planning

	<ul style="list-style-type: none"> • Winter term meeting schedule • Approval of minutes – will be on next agenda <ul style="list-style-type: none"> ○ Tana will email to council members and bring all un-approved minutes to next meeting in January. • Print Mgmt Process discussion – new policy review • IT Acquisition Policy – Procedure discussion <p>COPPS Policies for review</p> <ul style="list-style-type: none"> • Policies developed for the print mgmt. system & IT acquisition • Personal use of College Equipment Policy • Others? <p>CIO Ideas/Discussion Points:</p> <ul style="list-style-type: none"> • Separation of procedures from policies •
<p>Future Agenda Items:</p>	<ul style="list-style-type: none"> • Council focus for the year (Winter Term) <ul style="list-style-type: none"> ○ Review of existing policies in COPPS ○ Approval of minutes for posting on Governance website (current year and last year)
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