

Tech Council Business:	<ul style="list-style-type: none"> Meeting Minutes for March 18, 2015 meeting – No minutes were available to review. Both the note taker and the chair were absent.
General Business: Attending: Bill Schuetz, Vice Chair Ian Coronado Roger Gamblin Robin Geyer Liz Pratt, recorder Linda Schantol Kyle Schmidt Kevin Steeves Not Attending: Barbara Barlow powers, Chair Jim Lindly Meredith Keene-Wilson Caleb Miller Joe Russin	Planned Topics: <ul style="list-style-type: none"> Updates: Linda took plan to peer-to-peer and shared blog, gave them handouts, invited them to comment. Robin passed message from Brook regarding how we disseminate information to the other councils. Review the feedback on the Technology Plans from the TechCouncil email and Blog <ul style="list-style-type: none"> Pat requested replacement of projectors in CML. QUESTION: Should we add A/V needs for the CML or provide guidance and installation support to the strategic plan? DISCUSSION: CML is self-funded entrepreneurial venture and should pay for their equipment. We don't provide equipment for non-student focused areas. We could provide consultation, i.e. research standardized equipment in our classrooms and then inform CML. Be specific regarding what support encompasses: information regarding appropriate/best upgrades vs. purchasing. Consider including seeking alternate funding sources in the strategic plan. Review and discuss the following links: <ul style="list-style-type: none"> Kyle has already reviewed and updated them. FastLane applies only to PC users. These forms were referred to in some of the policies we revised. FASTLANE SLA https://www.lanecc.edu/it/projects/information-technology-service-options Removed date submitted from form. Lists are built wrong and need to be rebuilt FASTLANE Sign-up Form https://www.lanecc.edu/it/projects/fastlane-service-option-selection-form Merged columns where possible Due to repletion on the next three forms, they could be combined and add a selection field that would then generate the appropriate questions for a new employee, transferring/relocating employee, and an exiting employee Technology Request Form - New Employee

	<p>https://www.lanecc.edu/it/helpdesk/technology-request-form-new-employee</p> <ul style="list-style-type: none"> ○ Technology Request Form - Transferring/Relocating Employee https://www.lanecc.edu/it/projects/technology-request-form-relocation-or-transfer ○ Technology Request Form - Exiting Employee https://www.lanecc.edu/it/helpdesk/technology-request-form-exiting-employee ○ Discussion: assigning L-number begin with a dept. admin. What items are tied to the position and not the person: order keys to classrooms, phone line, equipment in office. <ul style="list-style-type: none"> ▪ Scenario: PT faculty hired 1 or 2 days before class begins. Fill out form, assign L-number, form goes to HR, facilities for keys, GroupWise for email, IT for computer, etc. Biggest hold up is getting the L-number. ▪ Questions: How long do PT instructors need to keep GW accounts after leaving? Retired is forever but IT must check with them every year. myLane access? Details: getting keys back, cleaning out offices. • Before next meeting: <ul style="list-style-type: none"> ○ Bring back revision to Appropriate Use so that College Council can review it. They will keep theirs, but we will incorporate the cell phone piece into ours. ACTION: Bill will draft it and forward to Tech Council via email. Next step, present to College Council. ○ Then ask for approval of our tactical plan. ACTION: Ian will send reminder regarding response to tactical plan. <p>Meeting adjourned 4:01 p.m.</p>																
ACTION ITEMS:	<ul style="list-style-type: none"> ○ Bill will draft revision to Appropriate Use to include cell phones and forward to Tech Council via email. ○ Ian will send reminder regarding response to Tactical Plan 																
Meeting Schedule (3pm to 4pm in 2/128):	<table border="0"> <tr> <td>November 5, 2014</td> <td>November 17, 2014</td> <td>December 1, 2014</td> <td>December 17, 2014</td> </tr> <tr> <td>January 7, 2015</td> <td>January 21, 2015</td> <td>February 9, 2015</td> <td>February 18, 2015</td> </tr> <tr> <td>March 4, 2015</td> <td>March 18, 2015</td> <td>April 1, 2015</td> <td>April 15, 2015</td> </tr> <tr> <td>May 6, 2015</td> <td>May 20, 2015</td> <td>June 3, 2015</td> <td>June 17, 2015</td> </tr> </table>	November 5, 2014	November 17, 2014	December 1, 2014	December 17, 2014	January 7, 2015	January 21, 2015	February 9, 2015	February 18, 2015	March 4, 2015	March 18, 2015	April 1, 2015	April 15, 2015	May 6, 2015	May 20, 2015	June 3, 2015	June 17, 2015
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**Membership for
2014-2015:**

- CIO for Information Technology (1) – Bill Schuetz
- Division Dean of Academic Technology (1) – Ian Coronado
- Classified (3) –Rodger Gamblin, Barbara Barlow Powers, and vacant
- Faculty (2) – Meredith Keene-Wilson and John Thompson (Joe Russin during Winter term)
- Managers (2) – Jim Lindly and vacant
- Students (2) – Caleb Miller and vacant
- Additional members by position (0-4) – Linda Schantol, Robin Geyer, Kevin Steeves, and Kyle Schmidt
- Recorder: Liz Pratt