Tech Council Business:	• Meeting minutes for March 4, 2015 move to approve by Linda, second by Kyle, and approved • Meeting Minutes for April 1, 2015 meeting move by Kyle to approve, Linda second, approved

General Business:
 	
Attending:
Barbara Barlow Powers, chair
Meredith Keene-Wilson
Jim Lindly
Liz Pratt, recorder
Ian Coronado
Linda Schantol
Kyle Schmidt
Bill Schuetz, vice chair
Kevin Steeves
 	
Not Attending:
Roger Gamblin
Robin Geyer
Caleb Miller
John Thompson
	Planned Topics:
	• COPPS
	 o Revision to Appropriate Use to include cell phones (Bill)?
	  ▪ Have not finished review. Should it be moved into policy or into procedure? Personal use stands on its own--three categories: computers, computer facilities, and college-owned facilities. The cell phone policy is not up-to-date, more technology related. Perhaps give them the updated cellular policy and leave it in personal use. The college provides a stipend for college business of a personal cell phone as approved by supervisor. This is an HR decision not Tech Council. Decision: add link to appropriate use.
	 o Computer Support Standards
	  ▪ Infrastructure Team is actively working on the document
	   Still working on document
	 o Forms review
	  ▪ New Employee, Move/Relocation, and Exiting Employee Forms (combination of forms is partially completed)
	   https://www.lanecc.edu/it/projects/technology-request-form
	   Barb is working on this.
	  ▪ New Software Approval Form and Approved Software List
	   https://www.lanecc.edu/it/projects/request-new-software
	   https://www.lanecc.edu/it/projects/approved-software-list
	   Regarding existing software requests, will there be some policy/procedure for helping departments plan, budget, or find funds? Departments don't have access to the technology fee because of salaries paid from it—IT staff who assist departments, LETS students, and lab aides. Ideas: departments share what they are doing in regards to software budgeting, or Ian and Bill lead a "how to budget for the future" meeting. Consider revising forms to include attendance at an annual software budget meeting. Many companies are moving from local installation to cloud with an annual lease rather than one-time license fee.
	   Action: review list and make suggestions for next meeting.
	• Technology Workplan and Strategic Plan
	 o Reminder for response to Tactical Plan sent (Ian)?

Has not happened. Ian will be visiting College Council this week and share update. We would like them to make decision on our other updates. Discussion regarding feedback received:

- GroupWise web access does not work well; however, GroupWise client does work well, but people don't know about it.
- Hardware: Fastlane is only halfway complete after two years. People may not realize we are no longer on a three-year replacement cycle.
- Suggestion: post the hardware replacement schedule, what's included in tech fee, and explanation of project names.
- For legal reasons, faculty must correspond with students and vice versa using lanecc.edu email. The plan is to provide Google Apps to faculty. Action: write a policy regarding use of Google drive and email (Kevin, Kyle, Meredith, Ian, and Bill).
- College Council okay with everything. Faculty Council had questions regarding AnalyzeLane especially faculty use.

o Any other updates on this work?
Kyle talked to Mara regarding grants, suggested reading her newsletter. Need to consider if it is one-time or sustainable.

- Electromagnetic Radiation and Health Discussion Topic (Bill)
  o Videos:
  http://venusproject.org/health/electromagnetic-radiation-health-and-children.html?gclid=CJqP5pC26cQCFdKDfgodTFsAHQ
  https://www.youtube.com/watch?v=6v75sKAUFdc
  https://www.youtube.com/watch?v=IgLO9yR1JlQ
  o Webpages:
  http://www.bioinitiative.org/report/wp-content/uploads/pdfs/seci_2012_Preface.pdf
  http://www.bioinitiative.org/conclusions/
  o Question: Should we as the Technology Council make any recommendations to the school based on this information? For instance, we are planning for a heavy wireless deployment in the Learning Commons (a.k.a. CLASS project or Center of Learning and Student Success). Is installing wireless in the Learning Commons "high tech and high intelligence" or as one speaker suggests "high tech but low intelligence"?
  o Karin from LLC has a daughter who was very ill and would like to visit a Tech Council meeting and talk? We need information from both sides. It might be a special committee.

	o DECISION: Table discussion until next meeting.			
ACTION ITEMS:	o Council members will review software list and make suggestions for next meeting.			
Meeting Schedule (3pm to 4pm in 2/128):	*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
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			

NOTES ON COPPS work still to be done:
- Missing forms:
  - New/Move and Transfer/Exiting Technology Request Forms
  - "Approved Software list"
  - Software Request Form
  - Request for New Software Approval Form

Technology Council Workplan for 2015

Our workplan for the year is to create the strategic collegewide (5 year) plan and annual Technology Plan, vet those plans with constituencies on the Decision Matrix, and receive approval to move that work forward. In addition, we will seek approval of the COPPS Technology policy changes we worked on last year.

January
Jan 7, 21 Distribute, discuss, and revise draft strategic and annual technology plans. Create subcommittees to receive feedback on plans and visit departments and divisions review COPPs policy changes with Thwing Havens
- Publish plans and distribute to divisions
- Notify and distribute COPPS policy changes to college, learning, and faculty councils
- Notify college, learning, and faculty councils that draft strategic technology plan and 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 councils 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

February
Feb 4, 18 Review and revise technology plans based on feedback from constituencies. Visit departments and divisions to share plans and get input on draft plans, review comments from departments and divisions

March
Mar 4, 18 Further review and revision of the technology plans based on feedback from constituencies
- Visit college, learning, and faculty councils to discuss COPPS technology policy changes
- review comments from departments and divisions on technology plans
- Revise and prioritize Annual Workplan
- Publish, plan and distribute to councils

April
Visit College, Faculty, and Learning Councils to discuss technology plans
Apr 1, 15 Review and revise technology plans based on feedback from constituencies. Review COPPs policies changes, if any, based on feedback from college, learning, and faculty councils.
- Receive approval from college, learning, and faculty councils on strategic, and annual technology plans

May
May 6, 20 Review and revise technology plans based on feedback from constituencies. Review COPPs policies changes, if any, based on feedback from President and VP of Operations.
- Submit technology strategic and annual plans to the board
- Receive approval for COPPS Technology policy changes from President

June
Jun 3, 17 Review and revise technology plans based on feedback from constituencies.
- Publish approved COPPS policies, strategic Technology and annual Technology plans