



Technology in Education Committee October 29, 2014 Meeting Notes

Members Present: Renee Carney, Kristy Enser, Marisa Greear, Sue Groth, Eli Hayes, Garry Lienhard, Chad Meadors, Brandon Ray, Kim Salisbury, Maggie Stuart
Recorder: Brandon Ray

Meeting started: 2:05pm

Meeting adjourned: 2:45pm

1. Budget Discussion – postponed until next meeting
The Committee intends to have a recommendation on how to fund future IT projects and ongoing expenses ready to propose to the cabinet in January.
2. IT Security Policy Discussion – postponed until next meeting
IT Security is the primary focus of the IT department this year. We have some practices and procedures in place, but no overarching policy. The college should also have a policy that pertains to peer-to-peer file sharing and digital copyrights. This does not need to be a separate policy on its own, but could be incorporated into the college's copyright policy.
3. A Communication subcommittee was formed to investigate methods for improving communication campus wide. We are looking for easy to implement ideas that do not add much to any one person's work load. Topics to consider include communication of projects and status updates, IT updates, communication flow during unexpected downtimes, priorities, etc. A report will be given at the meeting on Nov. 19 and the committee will discuss how to move forward. Members are: Chad Meadors, Eli Hayes, Sue Groth, Garry Lienhard, Kim Salisbury, and Armando Herbelin.
4. A Prioritization subcommittee was formed to review upcoming projects and recommend priorities so that resources are not over allocated. A report will be given at the meeting on Nov. 19. Members are: Brandon Ray, Maggie Stuart, Kristy Enser, and Jim Stanley.
5. Kristy Enser provided an update on ctLink. The project has been delayed, but LCC's responsibilities are just beginning to ramp up. Committees have been formed to investigate the 6 critical processes (1-Register Students, 2-Collect Tuition, 3-Award Financial Aid, 4-Disburse Financial Aid, 5-Process Payroll, 6-Purchase Goods) and map out a manual backup plan in case a function is unavailable when the time comes to switch over.

6. Brandon Ray reminded the committee that in the past there has been a student representative. Brandon is going to reach out to ASLCC and include invitations to a student representative in the future.

Next meeting: Wednesday, November 19 from 1:00pm-2:00pm.

Location: ADC 144B