

## Tech Committee Minutes 10/23/18

Present:

Bonnie

Paul

Dave

Amber

Brandon

Andy

Caitlin

Grace

Introductions were made again.

Bonnie: asked for comments about minutes. Caitlin, Brandon, and Grace's names were corrected. Minutes corrected and approved.

Dave will take minutes in May.

Item 1: Discussion of agenda: add discussion of our plan.

Paul moved that we add a discussion of a survey. Bonnie seconds. All approved.

Item 2: Bonnie: TPC email Address: Bonnie. We have an email address and need to know what we will use it for. Dave will check the email and Paul will help him if needed. Bonnie will contact Matt and forward committee the email. There is also a website with forms on it which we should look into using. Andy said that if people email us with urgent problems, maybe we want to know so we can oversee what IT is doing. Bonnie said that IT could give us that data.

Item 3: URL (tabled).

Item 4: Bonnie: Tech committee parameters. Our homework is to review the old plan. Brandon said we should anticipate tech needs for new building.

Item 5: Tech plan. Everyone will read the plan from our perspective as staff/faculty/student/media etc. We can use this plan as a template. Dave said we should have 1-3 goals each year and the first one is to plan, but also to build a relationship with IT.

Paul and Andy will contact Shook about our website.

For next time, all will look at surveys, look at charge, and review 2012-2017 plan.