Instutional Technology Planning Committee

Minutes

December 6, 2012
11am in SS-101

Committee Memebers present: Logan Merchant, Elaine Theobald, Julie Johnston, Michael Giampaoli, Robin Padgett, Lori Collier

Meeting called to order: *11:05 am*

1. Prodedural/Mechanics
   a. Approval of Agenda: *Julie motioned, approved by consent*
   b. Minutes taker for TODAY: *Lori volunteered*

2. Nomination of Chairperson for 2012-2013: *Nomination was made for Logan*

3. Election of Chairperson for 2012-2013*: Logan was elected – approved by consent*

4. Regular meeting schedule discussion: *Friday Mornings worked for those present if before 9am. Next meeting is scheduled for Dec. 14th at 8am in SS-101*

5. Agenda Items for next meeting
   a. Institutional Technology Master Plan: *The committee will take 45 minutes to review the 2012-13 matrix for completed items and the 2013-18 master plan of items that need to be addressed in next year's matrix.*
   b. Business Lab CA123: *To be discussed at a future meeting*
   c. Portal: *To be discussed at a future meeting*
   d. Web Advisor Review: *To be discussed at a future meeting*
   e. Additional Items: *Lori brought up the need to visit creating and administrating LCC Facebook pages. Michael suggested that other colleges be contacted as to how they manage their pages. Logan stated he would do so before the next meeting. Lori volunteered her Production Graphics Class to create the various pages. Discussion took place as to who would be administrators for the various suggested pages: LCC Foundation, LCC General, LCC clubs. 10 minutes will be given at the next meeting for further discussion.*

6. Good of the Order: *No items*

7. Adjournment: *11:35*