Present: Sara Boyd, Linda Page Carr, Robert Dusek, Hatim Hussein, Jennifer Lerner, Anne Loochtan, Jill Mitchell, Roger Ramsammy, Steven Sachs (chair), Fernando Seminario, Allen Sinner, Stephen Ward

Dr. Sachs reviewed the agenda and the purpose and functions of the committee. It is an advisory committee to the Vice President, reviews technology policy issues, and prepares a draft of the annual college technology plan for Administrative Council approval. Meetings will be held electronically.

The committee agreed to continue the past practice that members would not send surrogates if they could not attend a meeting. This is because surrogates do not have the background from prior meetings and it becomes a problem reviewing this at each meeting. Materials are sent out in advance so those who cannot attend have time to review them and raise questions or concerns.

The committee agreed Friday mornings were the best time for meetings, but Dr. Sachs will verify this for Spring when schedules are set. Dr. Sachs will propose times for the remainder of the Fall meetings.

Dr. Sachs described the role of the VCCS in the Technology environment of the college. They provide network services, key enterprise systems, security policy, minimum requirements, and other policy for which the college is responsible.

Dr. Sachs reviewed the Technology Planning Process that results in the college technology plan that is presented to the Administrative Council in time to be approved and sent to the VCCS by the July 1 deadline. The plan cannot be finalized until late Spring when the VCCS provides the final technology funding numbers to the college.

Dr. Sachs went over the current year college technology plan in detail and answered questions. He also mentioned the overall technology spending from all budgets that shows the distribution by campus. This included costs for infrastructure on the campuses paid for by college funds outside the technology plan that reduced costs charged to the technology plan—that freed up funds for distribution to the campuses for campus technology plans. Much of this funding comes from end of year savings that can be allocated to pre-payments or early equipment refresh purchases.

Dr. Sachs opened a discussion of the process to update the college strategic technology plan, which needs to be done this year. It was originally going to be updated last year, but we had to delay while waiting for the VCCS Strategic Plan to be completed and for the new President at NOVA. The committee members suggested the following for inclusion in the process:

- Solicit plan input and identify the role of individuals making comments to insure broad involvement.
- Seek input electronically to get the most participation.
- When seeking input, include the current plan and the college status toward those goals.
- Use strategic plans from other colleges to get ideas.
- Use technology survey results to get input.
• Alert student organizations and have it announced in classrooms by faculty that a survey is coming.

Dr. Sachs identified the need to review the current college email policies and best practices document that is linked to the IT Help Desk website. This was originally prepared by the ITC. He asked any committee members interested in serving on the review group to let him know following the meeting. Separately, he also mentioned the need to review the email retention policy. Other colleges and universities have very different policies for how long individuals can leave items on the email server. He also pointed out that the VCCS is requiring that the college convert email to cloud email by July 1. More information will be coming out later for the move this Spring, and it may affect email retention. This will be a future agenda item.

There were no new items.