

Minutes – Meeting 1 Technology Committee Vernon College

November 5, 2012 ▪ 2:00 PM ▪ VER RM 204, CCC RM 712

- **Call Meeting to Order**
 - Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 2:05 PM.

Position	Member	Present	Not Present
Director of Quality Enhancement	Criquett Lehman, Chair	X	
Instructional Design & Technology Coordinator	Roxie Hill		X
Institutional Support Specialist	Jim Binion	X	
Director of College Effectiveness	Betsy Harkey		X
Advancement Specialist/Website Support	Christian Joseph Porciuncula		X
Faculty	Steven Underhill	X	
Faculty	Paula Whitman	X	
Faculty	Dr. Elaine Naylor		X
Professional Staff	Stephen Stafford	X	
Professional Staff	Donna Turney		X
Professional Staff	Gene Frommelt	X	
Professional Staff	Michelle Wood	X	
Classified Staff	Patti Jouett	X	
Run Business Solutions – IT Support	John McKee (Ad Hoc)		N/A

- **Approval of Minutes**
 - The agenda and minutes of the previous meeting, April 6, 2011, were reviewed. Old business was discussed to determine if follow-up was necessary. It was noted that the Library has a “Community Use” policy posted on the website that also includes a link to the “Responsible Use of VC’s Telecommunications Resources” policy.
- **Review of Committee Membership**
 - The 2012-13 membership was reviewed with the Committee. It was noted that John McKee from Run Business Solutions will be the representative for IT services when needed. He will have access to all meeting materials
- **Review of Committee Charge**
 - Existing policies for the following were reviewed. Policies can be found in the Board Policy Manual, Employee Handbook, Student Handbook, and the Student Resident Handbook.
 - Computer Use Policy
 - Technology Plan
 - System Security
 - Data Security
 - Communication
 - Technology Use, Education, & Awareness
 - Future Committee discussion items may include: distance education related technology (e.g., authenticity), Quality Enhancement Plan transition of the resource inventory, and the website policy once finalized by the Integrated Marketing Task Force.
- **Adjournment**
 - Criquett Lehman adjourned the meeting at 2:34 PM.