MEETING MINUTES
Technology Planning Committee: a Sub-Committee of the District Planning and Advisory Council
Fri, March 17, 2017, 10:30AM-12:00PM in Information Technology Conference Room M207

2016-2017 Members: Walter Meyer (Co-Chair), Dan Rojas (Co-Chair), Bob Myers, Rupinder Bhatia, Stephanie Schlatter, Jinan Darwiche, Tom Peters, Peter Morse, Christine Miller, Mohamad Fakih, Paul Trautwein, Daniel Kaitel (AS Student Rep) and Walther Perez (AS Student Rep).

I. **Call to order – 10:33**: Present: Walter, Dan, Bob, Stephanie, Tom, Peter, Christine, and Paul. Regina Ip as interested party

II. **Approve TPC meeting minutes from 2/24/2016- 10:34**: Bob motioned, Walter seconded, unanimous.

III. **Announcements:** (ISC, DE, Student (AS), Classified, Managers, other)

   ISC, DE, Student (AS), and Managers: no announcements

   Classified: Paul - Test site of website facelift progressing well

IV. **Reports:** None

V. **Old Business:**

   a. All campus Technology Day: Spring 2017 Agenda
    - March 16th Workshop, Transformative Technology Planning, was very well attended, standing room only. Engaging conversation and good synergy.
    - April 28th date selected: Walter motioned, Tom approved, unanimous
    - Dan and Walter to organize event and manage logistics: Walter motioned, Tom approved, unanimous

   b. Review TPC specific recommendations regarding security awareness and training to give to DPAC
    - Statement reads as follows:

   TPC Cybersecurity Awareness Recommendation:
   We recommend all employees participate in a succinct and focused online Cybersecurity training when granted a SMC network account and annually thereafter. Training should include, but not be limited to, the following areas:
   Acceptable Usage of District Equipment

Password Management
Email and Network Security
Computer Virus Response
Internet Usage and Downloading Software

11:16 - Walter motioned to approve as amended, Peter seconded, unanimous

VI.   **New Business:**
       a. **Discuss 508 compliance law changes and college adoption**
- New law regarding guidelines to be enforced beginning Jan 1st, 2018
- Some subject matter is difficult to comply with guidelines. Discussion on best ways to audit for compliance, how best to systematically incorporate guidelines and update legacy documents.

VII.   **Adjournment: 11:50** - Bob motioned, Walter seconded, unanimous.

Next Meeting: 4/21/17. Remaining Dates for 16/17 academic year: 4/21/17, 5/19/17, **6/9/17**

All meetings are the third Friday of the month unless in bold. 6/16/17 is after graduation.