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| **TESS Technical Committee Meeting**  | **September 18, 2015****Agenda****9:00 p.m. – 10:00 p.m.****TESS Conference Room 3** |
| **TOPIC** | **DISCUSSION** |
| Review Committee Guidelines, Elect Chair. |  |
| Re-evaluation of Committee Charge |   |
| Office 365 Update |  |
| Governance group technology issues\feedback |   |
| Schedule for the year | Proposed Dates* 9/18/2014: Update\Review committee charge and focus for the year.
* 1/27/2015: Update/Request for direction on emerging issues, Report on progress/challenges
* 5/4/2015: Summarize progress and recraft focus for fall
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| Committee Goals and Strategies |  * Review and update, if needed, the IT Infrastructure replacement plan and standards.
* Document IT infrastructure in a way that is consistent across all technology areas. Develop a process to ensure this documentation is kept up to date and easily accessible.
* Prioritize District Wide IT projects
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**Committee Charge:**

* Develop hardware and software standards for core infrastructure.
* Design a core infrastructure road map inclusive of replacement cycle, utilizing a TCO approach.
* Prioritize projects to ensure organizational and strategic goals are met.
* Purpose, develop and review new technology infrastructure standards.
* Recommend policy and procedures to TESS Executive Committee
* Develop and maintain a communication plan for the notification of all planned and unplanned events
* Review and recommend SLA’s

**Committee Guidelines**

* We will start and end meetings on time;
* We will read materials, minutes, etc and be prepared to discuss at meetings;
* We will listen to our colleagues without interruption;
* We will operate on consensus and seek agreements all can “live with;”
* We will make decisions based on clear information;
* We will bring closure to decisions;
* We will support committee recommendations;
* We will accept the fact that there will be differences in opinion;
* We will show mutual respect;
* **We will use the best interests of our stakeholders (especially faculty and students) as the basis for our decision making;**
* **We will discuss our decisions with our associated governance group (student, faculty, staff, management), get feedback and come to next meeting prepared to discuss the feedback.**
* We will honor brainstorming without being attached to our viewpoint;
* We will use meeting summaries (including agenda and minutes);
* We will give the opportunity for all members to contribute;
* We will be free to speak our minds without fear of reprisal;
* We will not attribute ideas to individuals;