I. Welcome
   Tina Dee – Director of MCC Community Foundation
   Anne Meilof – Director of Institutional Research and Development

II. Agenda Approval
   February agenda

III. Minutes Approval
   January meeting minutes

IV. New Business
   A. Community relations software project (Tina)
   B. Planned Quality Servicing (Jason)
      Value of scheduling windows of time when OIT performs system upgrades and
      configurations for a proactive approach to system maintenance

V. Old Business
   A. Change Technology Council by-laws to reference non-voting member from the
      Web Committee to the Web Master—new wording attached (Tim)
   B. Rethinking current college distribution lists
   C. Using the Mailman open source ListServ software to handle campus email
      subscription services (Mike)
      • Screen mock-up--attached
      • Pilot testing software and Web interface
   D. Distributing instructional support software to adjunct faculty (Tim)
   E. New Software/Equipment Request form (Mike)
   F. Maintaining email accounts for retired full-time MCC employees (Tim)

VI. Sub-Committee and Informational Reports
   A. Instructional Technologies Sub-Committee (Jason)
   B. MCCDAG report (Mike)
   C. MCCDUG report (Lori)

VII. Announcements
   A. Next meeting March 15 in room 1118