

College of Marin Technology Planning Committee

Sub-Committee of Planning and Resource Allocation Committee
Fall 2019 Semester

Meeting Wednesday September 11th, 2019 in AC 303, 12:40 PM

Membership: Paul Cheney, Luna Finlayson, Andy Haber, Carol Hildebrand, Matthew Howard, Matthew Kent, Grace Mengqui Yuan, David Patterson, Caitlin Rolston, Kai Konishi-Gray
Absent: Luna Finlayson, Caitlin Rolston, Kai Konishi-Gray

Standing Items

1. Call to Order at 12:46 in AC 303
 - a. Present: Paul Cheney, Andy Haber, Carol Hildebrand, Matthew Howard, Matthew Kent, Grace Mengqui Yuan, David Patterson, Caitlin Rolston
 - b. Clarified Membership: Amber Fonteno is not a member of the Technology Planning Committee
2. Approval and adoption of the Agenda
 - a. Andy moved to approve the agenda, David seconded. Agenda was approved.
3. Approve minutes
 - a. Andy moved to approve the agenda, Grace Yuan seconded. Minutes were approved.
4. Chair Announcements
 - a. No announcements

Discussion Items

1. Meeting Times of Committee in the future
 - a. Paul stated that meeting once a month was not enough and suggested that we increase the frequency of meetings
 - b. Committee agreed to meet on the 1st Wednesday of every month from 12:40-1:30 PM
 - c. Committee agreed to hold the 3rd Wednesday of every month for 12:40-1:30 PM for additional meetings or subcommittee meetings.
2. New co-Chair of Committee
 - a. Discussion held about who is interested and who is allowed to serve. It was determined that any member of the TPC could serve as co-chair. Matthew Howard, Grace, and David stated that they would serve as co-chair if necessary.
 - b. Matthew Howard and Andy clarified that the IT department has different goals and agenda from the Technology Planning Committee
 - c. Matthew Kent moved that we vote on electing a new co-chair during the 9/11/2019 meeting. Caitlin seconded and the motion passed.
 - d. Grace nominated Matthew Howard.
 - e. Matthew Howard nominated Grace.
 - f. Grace stated that she hoped to support the technology planning committee as a co-chair by providing administrative direction and organization.

- g. Matthew Howard stated that he planned to support the technology planning committee as co-chair by steering the Technology Planning Committee toward academic technology. Matthew Howard expressed that he was concerned about his time commitments.
 - h. Vote was held. 5 voted for Grace Mengqui Yuan, 0 voted for Matthew Howard, 2 abstained.
 - i. Grace Mengqui Yuan was elected as the new co-chair for the Technology Planning Committee
3. Collection of information for Master Plan
- a. Brandon from last year's committee already collected comments from ASCOM and ESCOM.
 - b. The committee needs to replicate the survey that Brandon gave and distribute it to other constituent groups.**
 - i. Grace and Andy would distribute the survey to Classified Senate**
 - ii. Paul would distribute the survey to Academic Senate**
 - iii. Matthew Kent and Carol Hildebrand would distribute the survey to the Managers/Supervisors/Confidential group.**
 - c. Grace will look into Brandon's survey and send it out to the group (completed during the meeting).
 - d. David will build a survey by looking at peer institutions with the assistance of Matthew Howard and the IT department. This survey will be distributed after these initial survey responses are collected.
 - e. Carol asked what the timeline would be for creating the Technology Plan, given that the Master Plan and the Strategic Plans are finished.
 - f. Paul will communicate with PRAC to determine timelines.
 - g. Grace expressed that the initial survey should be distributed by the next meeting; the committee should either come to the meeting with the responses or an update on when those responses would be collected.**
 - h. Caitlin moved that the next meeting be October 9th, 2019 at 12:40-1:20 PM. Matthew Howard Seconded. Motion was approved-6 approvals, 1 abstention.
4. Closing Discussion
- a. Matthew Howard volunteered to take minutes for October 9, 2019 meeting.**
 - b. Grace volunteered to reserve the room and communicate with the committee what that room would be.**
 - c. David moved to adjourn the meeting. Matthew Howard Seconded. Motion passed: 7 approvals.

Meeting adjourned at 1:33 PM