MARIN
COLLEGE OF MARIN

Technology Committee

Sub-Committee of Planning and Resource Allocation Committee

Fall 2025 Semester

MINUTES

Monday, September 29, 2025, via Zoom at 12:40 p.m.

Committee: Dr. Scott Conrad, Samantha Jackson, Heather Rahman, Stacey Lince, Grace Yuan, Hector R Saez, Jamine Terhune, Irina Roderick, Lance Barthelemy, Julie Mark, Mina Namvar, Matthew Howard, Christopher Khaing, Jamie Terhune, Jess Schiffman

Standing Items

1. Call to Order by 12:42 pm
2. Approval and adoption of the agenda
   - Irina motioned to approve
   - Grace seconded the motion
   - All approved
3. Approve and adoption of the minutes
   - Jamie motioned to approve
   - Stacey seconded the motion
   - All approved
4. Chair Announcements

Discussion Items
1. Tech plan organization
2. Sound Board – tech concerns around campus

Heather Rahman announced that she and Holley Shafer reviewed the student survey questions together. Holley will work to merge AI questions with the TPC student survey questions. We prioritize the student survey first, followed by faculty and staff surveys.

Scott Conrad mentioned to expect announcements regarding the Director of IT soon. He also stated the upcoming rearchitecting of Banner will be a significant IT project. Other projects include replacement of the obsolete phone system.

The committee discussed the need for a clear technology plan, including data management, cybersecurity, and accessibility. They also highlighted the importance of layman's terms for clarity and the potential impact. The committee agreed to use a live document for collaboration and feedback. The meeting concluded with a reminder of the next meeting on November 17.

Action Items Include:
- ☐ Heather will start a live draft for members to begin contributing content.
- ☐ Dr. Conrad will share the first technology plan draft and use it as a starting point.
- ☐ Jamie volunteered to review the draft to ensure it is easy to understand.