



April 22nd, 2025

1:00PM-2:00PM

Location: Zoom

Technology Planning Committee

Agenda:

- ❖ Welcome and Introductions
 - ✚ Wayne Webster – Chair Administration
 - ✚ Will Breitbach – Co-Chair Administration
 - ✚ John Lutkemeier – Administration
 - ✚ Michael Fannon II – Classified
 - ✚ Madison Zimmerman – Classified
 - ✚ Randy Reed – Faculty
 - ✚ Larry Grandy – Faculty
 - ✚ Deanna Madigan – Student

Informational:

- ❖ Committee Member updates (as relevant to committee)

Committee members shared brief updates on their roles and experiences. Wayne, the new Director of IT, was introduced to and welcomed by the group. Larry shared that he has served at the college since 1978, and Michael and Madison provided updates from Student Services. John also joined the conversation, noting his collaboration with IT on several projects.

IT Project Updates

Will commended the IT team for their exceptional work on the new 200 Building project, describing it as an incredible space. Wayne noted the positive feedback from staff and the excitement around the building's opening. The team briefly discussed technology support for the 400 Lecture Hall and expressed appreciation for IT's responsiveness to issues.

AI Policies

The committee discussed the need for policies governing the use of AI software in classrooms to ensure compliance with legal and safety guidelines. Wayne shared that he is collaborating with CISOA to develop policy recommendations.

Cybersecurity and Password Management

Members discussed improving password security for students and employees, including the potential adoption of password managers, multi-factor authentication (MFA), and prompts requiring password changes at first sign-in. Will proposed adding a section on password management and security to the student cybersecurity training module.

IT Infrastructure and Asset Management

John and Wayne discussed concerns with the current help desk software and the need for a system that better tracks inventory and device age. John agreed to provide a brief update for the goal tracking document. The IT team continues to work on implementing Windows 11 upgrades and enhanced desktop security measures.

Emerging Technologies and Student Support

John introduced the idea of using augmented reality (AR) to enhance campus safety and operational efficiency. The group also discussed providing student work opportunities or internships in IT, with roles potentially focused on website maintenance or software support.

Action/Discussion:

- ❖ Review 2022-2025 Technology Master Plan- Reporting [Technology Master Plan Goal Tracking](#)

The committee reviewed progress on the existing Technology Master Plan, noting achievements in infrastructure improvements, cybersecurity measures, and instructional technology support.

Will suggested removing non-planning information from the document to maintain focus on actionable items.

Fraud Prevention and Information Security

Fraudulent student applications were identified as a growing concern. The committee agreed to strengthen fraud prevention protocols and include related measures in the updated Technology Plan.

Will outlined the process for drafting the next Technology Strategic Plan. Over the summer, feedback will be gathered from instructional and student services managers. The revised draft will include sections on AI policy, cybersecurity, password management, and fraud prevention. Wayne will begin preparing to chair future committee meetings, with support from Will during the transition.