Institutional Technology Group

Meeting Minutes
January 17, 2019

9:00am-10:30am

Doyle, Room 4401

Attendees: Scott Conrad, Kevin Snyder, Mike Roth (proxy for Heather Adams), Dan Exelby, Matthew McQuaig (Proxy for Alicia Virtue), Greg Drukala, Michelle Viduarri, Robert Grandmaison (Proxy for Eve Miller), Catherine Williams, Greg Wycoff

Meeting called to order 9:06am

Approval of Minutes 12.6.18

- revision: Mike Roth needs to be added to previous meeting minutes

Review of Agenda

Updates

- Scott, Patty and Alicia working with KC on PRPP document/instructions
- Email will be sent out reminding people of the new ITG/PRPP process

PRPP Instructions

Patty Collis provided a review of the updates made to the PRPP instruction manual

- A new formatted set of instructions
- Document has red text; anything in RED is NEW for this year
- Table of contents has been added for easier use
- Ranking for supervisors are in a new section of the document
- Writers guide is loaded in PRPP by section
- KC has added new information about PRPP changes
- 2.4F is a new section for instructional/non instructional software
- Added information with ITG; the deadlines and process,
- Feb 28th all information needs to be inputted from departments for April 1st deadline
- Warehouse folder, shows all documents by years
- VMware Horizon, new this year, replacement for Citrix, there is a user guide included in a link

Review of New Sections

2.4a, 2.4c

- ITG updates made with new deadlines

- Everyone will have to put their ITG requests; they don't have to submit their PRPP template to review. The supervisor will be able to pull up to review
- Instructional Equipment Process – IELM - software information was removed from this section and moved to 2.4f
- When ITG decides an item will not be funded, they will notify requestor. Item can be rolled into the next PRPP year review.
    - Each person on the ITG committee is responsible for reporting back to their constituents, i.e. student services, Michelle would report back to Robert and Pedro regarding the requests

2.4f Instructional and non instructional software requests

- All of these three grids are similar; it is same as 2.4c.
- Patty is working on to be able to select either new software or software renewal.

Q: is it possible to have software tied to new hardware request

A: item description would have to be included in both the hardware and software requests. Would want to be sure the vendor has this listed in one invoice

- Item category: software included with hardware (could be added as an option)
- IELM will not be a funding source – and leave as OTHER
- Instructions for supervising administrators is in its own section of the PRPP document

PRPP Demo/Review

- 2.4c in PRPP template, click on question mark (located on left hand side) to see that sections instructions: Writing Guide
    - This is the same information that can be found in the PRPP instructions, some sections may show additional instruction in the PRPP writing guide
- Funding Source, Scott and Alicia will pull from ITG and a spreadsheet will be loaded to show all of the ITG requests.
- The supervisor, will be able to update the funding source if they do not want it to be added to the ITG request
- 2.4d no funding source listed, the person entering the information would need to indicate how they want the item funded under the "item description" section;
- 2.4f will only have software new/ renewal and other. ITG will not be listed as a funding source,
    - no specific grant should be listed, just have grant funded as an option

Check In/ Updates from Committee Members

- Mike: grant money secured for VR lab, in process of deciding what hardware, shared ITG and workforce development

- Robert: Suggested what machine should be used but over the years the equipment has changed and the 95k originally requested is a little shy of the item now needed. May ask ITG to partially fund 24 student stations, VR capable

Other Business

- Revise for next bond purchase for technology spending, shortening life of bond. Funds all computers and classroom equipment.
- Need to budget what we are going to use in the next year, no roll over due to the cash flow issues

Meeting Adjourn: 9:49am