

ITG Meeting Minutes

December 10, 2020

Location: Zoom

Committee Members: Kevin Snyder (A co-chair), Phyllis Usina (A co-chair), Regina Guerra (A), Michelle Vidaurri (A Designee for Collier-Dean, Counseling), Linda Close (A), Heather Adams (C), Tony Sawyer (C), Eve Miller (F), Robert Grandmaison (F), Jessica Paisley (F AFA), Salvador Rico (F), Mike Roth (Ex), Dan Exelby (Ex), Matthew "Q" McQuaig (Ex), Matt Pearson (Ex), Greg Wycoff (Ex), Vayta Smith (A Designee for Robert Ethington), Lisa Beach (Ex), Tim Danford (Ex)

Call Meeting to Order: 9:05am

Approval of Meeting Minutes 11.12.20

Review and Vote on revised ITG guidelines for workstations that require additional specs

- motion to approve these four points to the document.
 - *Robert G. second the motion, Jessica P.*
 - *motion carries*

New guidelines for PC workstations were approved by ITG committee are as follows:

- a. While most workstation PCs are functional at the baseline configuration, some workstations require additional software and/or capabilities (e.g., Hardened case, RAM, CPU, GPU, and/or Memory upgrades).
- b. If Staff or Faculty believe that they need an upgraded workstation necessary for approved curriculum or operational function they will make a request to the IT Department for review.
- c. The IT Department will review and assess the request by reviewing the resource requirements with the requestor. (more effort towards outlining criteria for assessment process) If a baseline workstation cannot meet the curricular or operational requirements, the IT Department will pay for the upgraded workstation out of Measure H (ITG-approved) funds. If necessary, Dean, Department Chair and Sr. Director of IT will meet to resolve the disagreement.
- d. If the IT Department's assessment is that the requested upgrade is not required to meet the curricular or operational requirements, the requesting department will cover any cost over the amount of the standard baseline workstation.

Review IT Satisfaction Survey 2019

- IT Survey is useful tool for the IT departments guidance
- The survey might not be as helpful in regard to developing the Tech Plan
- If want to create a survey, that would be helpful for the Tech Plan need to develop new / different questions
- Survey the community about their areas and needs in regard to technology, this was discussed as an environmental scan in previous meetings
- accreditation survey would be a good thing to use both for accreditation and towards the tech plan
 - Will need to find out on the accreditation side, what the other groups are doing, if they are also doing surveys, or just one environmental
- Back on November 19 we did have some conversation about it with Lisa and her team, and some of the IT managers and media managers were there and I think there was consensus that we would take that approach, but did feel that may be within the accreditation
 - A survey could also be whatever technology survey could also be vetted through this group or even administered through this group as a way to evaluate technology on a very large scale for, for all of our stakeholders.
- At the beginning of the year (2021), our committee can assess next steps

PRPP Discussion

- If there could be a field by campus relocation to sort from in the PRPP, because sometimes items come in from different departments, in the different places
- At DCC/IM meeting to give a short reminder to chairs on how to rank requests, so it will make it easier for everyone
- Discussion on requesting budget for ITG to fund software purchases to be continued at a later date (2021)

Adjourn 10:30am