

Institutional Technology Group

Meeting Minutes

April 11, 2019

9:00am-10:30am

Doyle, Room 4401

Attendees: Scott Conrad, Mike Roth, Robert Grandmaison, Linda Close, Alicia Virtue, Matthew McQuaig, Michelle Vidaurri, Robert Ehthington, Kevin Snyder, Dan Exelby, Catherine Williams, Greg Wycoff

Call to Order 9:01am

Previous meeting minutes – approved 3.28.19

Review of ITG budget requests

- Quick review of spreadsheet updates
- Subtotals by area, location, operating and refresh
- The refresh budget is left alone for now
- The operating budget is what we will be focusing on
- In today's meeting will go through each line item and review
- Each person will present on the area they are responsible for
- Highlighting areas (in orange) that are out of scope for ITG; will be moved to another tab on ITG Budget Request spreadsheet;
 - yellow highlighting is to review at a later time, if further cuts need to be made

Mike for Instructional Computing

Current Subtotal 19/20: \$797,000

- Mike reviewed requested items with the ITG committee
- Some items will need to be reviewed with those who requested specific items
- Concern with Ipads - how they will connect plus extra costs
 - Mike to review requests for Ipads with specific requestor
- Committee Suggestion- Items like headphones for students should be considered consumable and ordered by department going forward
- Majority of repair/replacing aged out equipment, kept in budget request

Dan & Linda for Infrastructure

- For iPads need to figure out cellular connection details so they can function properly

- Linda will look into items which have been purchased in the past to have more visibility going forward
- Dan to check in about specific line items which need more clarification on request
- Facilities planning and operations will include more details in the next Tech Plan to know which equipment should be funded by ITG

Other “area” Section Reviewed

Next Steps/ Tasks

- Next meeting will be to complete the budget request review
- Before next meeting, an updated spreadsheet will be sent out to show new subtotals.
- Jen to remove highlighted line items
 - A new tab will be on the bottom of the spreadsheet to show which items were removed for further reference
 - Scott to fix spreadsheet formulas to recalculate subtotals

Adjourn: 10:28am