

# Institutional Technology Group

## Meeting Minutes

March 28, 2019

9:00am-10:30am

Doyle, Room 4401

**Attendees:** Scott Conrad, Alicia Virtue, Heather Adams, Mike Roth, Robert Grandmaison, Matthew McQuaig, Linda Close, Kevin Snyder, Michelle Vidaurri, Robert Ethington, Catherine Williams, Matthew Pearson, Dan Exelby

**Call meeting to order:** 9am

**Approval of Previous minutes** 3.14.19

### Review Budget Requests

Committee reviewed each item on the ITG budget spreadsheet and added rationale and area

Discussion on rationale for individual items to determine if ITG should be covering costs

### Other Discussion

Every 7 years- budgeted to replace every staff/employees computers, if computers were requested which fell under this category they were removed from the ITG request

Further discussion needs to be had on if smaller items (i.e. headphones with mics) can be part of department fund

When budgeting, ipads and laptops need to include the additional costs. Ipads are currently becoming more costly than laptops

Linda Close will be able to add her input into the tech plan to help establish guidelines on items to include within the ITG budget requests; District police was not active in ITG but now will have full representation. For now will fall under infrastructure, until an area is agreed upon.

Patty Collis discussion on what the next years template will look like and how we will export/sort the spreadsheet/data

### Discussion: Reallocation of Funds

**Q: what happens when funds are not used?**

Try to spend all that we can, generally have rolled it over when not used.

Suggestion:

- Review as a committee, once we are done spending,
- For Example: In September review funds that are leftover
  - what else can we fund, that we couldn't before

### **Next Steps/Tasks**

Jen - ITG Spreadsheet, sort and group / (sub)total each area

Michelle & Robert- remove excess computer requests

Summary will be sent out to each committee member to review prior to next meeting

Each area will present

**Adjourn:** 10:24am