

# Institutional Technology Group

## Meeting Minutes

March 14, 2019

9:00am-10:30am

Doyle, Room 4401

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

**Meeting called to order:** 9:03am

**Approval of minutes:** approval of minutes 1.31.19

### PRPP Quick Review

- ITG requests should be in 2.4c and 2.4d.
- Software requests should be entered into 2.4f

### ITG Budget Request - Spreadsheet Review

- Suggestion to add more columns to ITG spreadsheet or use the raw data spreadsheet as the new format
- Everyone to go back to PRPP and complete all of the missing data
- By Monday, 3.18\* - update all information in PRPP.
  - Patty and Jen will pull info on Monday morning.\*
- Will add a new column to spreadsheet for rationale; last column

### Suggestions for Review of Budget Items

- Before purchase of new laptops and equipment should all be aware of the current inventory.
  - Are there areas of sharing already purchased equipment?
- A review of items that are essential for each area
- Gerry & Tina - can cover any items that are entered in ITG?
  - Need for additional visibility between CTE and ITG

### Other Discussion

- Media Refresh & Infrastructure are about 2 million

- On a 7-year replacement cycle for computers and it is not recommended to push upgrades longer than 7 years.
- Explanations on new areas included with ITG (i.e. police) and student services is steadily growing

#### **Action Items**

- Complete missing information in ITG  
Add rationale from managers
- Supervisors/Deans and Department Rankings all need to be completed
- ~~Due by 8am on Monday~~\*

**Adjourn: 10:13am**

***\*Data extraction will now be on Wednesday, March 20<sup>th</sup>, instead of Monday, March 18<sup>th</sup>. Email was distributed Friday morning (March 15<sup>th</sup>) with updates regarding the new due date.***