

## ITG Meeting Minutes

4.8.21

Location: Zoom

**Attendees:** Kevin Snyder, Mary Catherine Oxford, Mike Roth, Jessica Paisley, Lisa Beach, Michelle Vidaurri, Salvador Rico, Eve Miller, Linda Close, Robert Grandmaison, Matthew McQuaig, Regina Guerra, Tim Danford, Dan Exelby

**Meeting Call to Order:** 9:02am

**Approval Meeting Minutes:** 3.11.21

### Review ITG Spreadsheet

Tabs in Spreadsheet:

- Stats- this will reflect all current numbers, used with formulas which will be automatically updated
- PRPP 2.4c – Instructional Items
- PRPP 2.4d- Non-Instructional Items
- Proposed CARES (blank tab) – will move items that are appropriate for CARES funding

*Questions/Issues which need further clarification:*

- -Kevin to email :
  - Kevin Sea- ranked at 99 (2.4d)
  - Jeff Snow ranked at 39 (2.4d)
  - Donald Laird- 0 Cost (2.4d) – Alarm System (Line Item 1)
    - Tim Danford Will follow up and reply to Kevin and Mary with item update
- Individual costs where 0 dollars listed

*Team members reviewed their area's item submissions*

- Team members to go through the spreadsheet and put notes in Note fields CARES, not ITG, etc.
- If parallel request (especially in regard to CARES) to put in the notes
- Will have to reach out as a Team (or chairs) to verify how items would be used (i.e. if Covid related)
- IELM – has no funding for 2021 year
- CARES – items which can fall under CARES funding should be moved to other tab during review to submit to Kate and Jane for further review/funding

**Tasks & Discussion:**

- Go through sections on your individual spreadsheets and sent the results to us (notes etc.) by the next meeting should have things pulled out enough to be able to review the ITG line items
- Send out a second version that is cleaned up for review for our next meeting
- Alternate funding source indication on the spreadsheet (i.e. Strong Workforce Grant) which funding should be considered the back- up funding
- List of what grant applications were submitted, know which items is in both categories
- Tina came to meeting last year to give a quick presentation
- Committee to provide further guidance on the ranking system
- Meeting in June to set up a better system with the ranking so there is less issue in the future
- 2.4c 2.4d – ranking each separate or in one unit
- Requested a tab with date requested of the item so it makes it easier to clean up the spreadsheet each year (to be discussed further in June meeting)

**Action Items:**

- Team members to review each area and make notes, alternate CARES funding/how item is planned to be used should be indicated in notes
  - MC will send out updated spreadsheet by 5pm, 4.8.21
- Review items to see if there are any residual items from previous year(s)
- Kevin- contact Tina to come to next ITG meeting for short presentation
- Kevin & MC to discuss how to track additional funding sources
- Kevin to email: Kevin Sea and Jeff Snow to discuss ranking numbers
- Tim Danford reaching out to Donald Laird to get clarification on Alarm System (if needed/Cost), will update Kevin and MC of outcome

**Adjourn:** 9:48am