

# Institutional Technology Group

## Meeting Minutes

May 9, 2019

9:00am-10:30am

Doyle, Room 4401

**Attendees:** Catherine Williams, Robert Grandmaison, Jessica Paisley, Robert Ethington, Alicia Virtue, Scott Conrad, Linda Close, Mike Roth, Eve Miller, Heather Adams, Kevin Snyder, Dan Exelby, Michelle Vidaurri, Matt Pearson, Greg Wycoff, Greg Drukala

**Meeting called to order:** 9am

**Approval of minutes 4.25.19**

### Completed review of budget requests to prepare proposal numbers

- Reviewed items to see which ones are urgent for this next year
- Discussion on scantrons; if they should be included in the ITG final proposal;
  - final decision is to keep in budget
- Highlighting items that may be eligible for alternate funding
- Made adjustments to line items that came in under budget to reduce spending costs
- Created a proposal for a one time allowance of IELM expenses
- After final cuts the proposal will be around \$1.98 million and a small portion dedicated to IELM
- Presenting to cabinet, give recommendation of the group
- Motion to present final changes made today, Approved by committee

### Feedback on ITG Process

- First year on PRPP
- **Suggestions** – Patty update the funding source for all categories
- All of the program coordinators to have a clear understanding of funding sources.
  - Clear examples of items that are appropriate for ITG
- **Suggestion** -could include funding sources from outside groups and include dates and timelines, if they can't get ITG funding what else they can use/ submit to get funding for the items needed
- If there is a process where someone overseeing what is allowed to be submitted in ITG, it would save a lot of time and negotiation
- Anything entered now in PRPP will get rolled into January, and then February (2020) is when they will be reviewed
- Tech Plan revision needs to be reviewed for the next year.

- Needs to be streamlined, note technology trends and where they are going, how are we going to fund it
- Each area needs to explain what they think might be happening within the next three years
- ERP replacement project will need to restart late next year
- **Recommendation** - for someone to coordinate timelines for various funding; overview of everything working together (college council) recommend that they take this task on. Need one person from each funding source to say if the items qualify or not. Figure out who can fund what and then that goes to each group for further evaluation. Then it could go back for alternate funding
- Need more transparency and communication about requests.
- **Committee sees a strong need for better communication, coordination and oversight for various requests/funding sources.**
- Keep timing and dates for meeting as previous years (Second & Fourth Thursdays at 9am)

### Next Steps

- Final spreadsheet and summarization
- Present ITG budget request proposal to cabinet

**Adjourn** 9:43am