ITG Meeting Minutes
8.22.19
Bussman Conference Room
9am-10:30am

Attendees: Phyllis Usina, Mike Roth, Dan Exelby, Robert Grandmaison, Jessica Paisley, Greg Drukala, Mathew McQuaig, Robert Ethington, Kevin Snyder, Eve Miller, Catherine Williams, Matt Pearson, Kim Starke

Meeting called to order- 9:04am

Approval of meeting minutes: 5.9.19 – *approved*

Introductions

Phyllis introduction and role in college and on the ITG committee

Committee Aspirations & Goals

- There is a need for coordination of all funding streams with technology
  - Needs to be someone with function to coordinate all funding sources – ex) District Grant Coordinator/Manager – *(bring to future agenda)*-
- When bringing in new coordinators, it would be helpful if there was a desk manual on how each area funds their department/areas
  - Linda should be present in any further discussion
- how make process align with accessibility; there are several things that are not accessible
- Grants, which include a technology component/change in technology, should be sent to security office, a change in technology by applying for this grant.
  - It would give a heads up to the committee; need visibility to weigh in
  - Any mechanism we can come up with as a district would be helpful *(should be a future agenda item)*
- Include others in ITG for further discussion and clarification on district projects
  - Serafin – to talk about shift of landscape from their approach, how we are they dealing with the bonds, buildings and projects; and how we spend down measure H.
    - It would help getting more information from that level. That is where the money variance occurs.
    - Suggestion that Capital projects director as an ex officio to ITG committee
  - Tina Dodson - for work force funding, CTE
  - Kathy Prince - HSI grant

Review of ITG Committee Functions

From SharePoint:

This group will provide recommendations and input regarding Districtwide needs and be advisory to the Superintendent/President as these needs relate to the integration of technology. The group will be responsible for making recommendations in the following areas:

- *Planning and coordination*
- *Policy development*
- *Acquisitions*
- *Implementation*

Within these four broad areas it envisions that this group will provide overall leadership and direction to our efforts throughout the District. Specific duties include:

- *Serve as a representative body of primary technology stakeholders*
- *Develop a strategic planning model that identifies and ranks District technology needs*
- *Establish specific goals and implementation guidelines*
- *Create and publish district standards for technology purchase and support*
- *Approve purchases of equipment to ensure compliance with standards*
- *Evaluate the impact of technology on instruction and the provisions of support services*
- *Update and review technology related planning documents as appropriate*

Discussion about Committee Function

- Committee function – feels dates and suggests that one of our goals be to refresh our mission/function of ITG
- many different funding sources being managed by different areas; could use more clarity within ITG committee function page
- We are all about planning and coordination, nothing about assessment, post- evaluation on how the technology has been working since purchase/installment
- Pre- purchase – how to fold in accessibility there are several things that are not accessible, Leila Rand should be brought into discussion *(also falls under goals)*
- Committee would like revisit and refresh the committee functions *(bring to a future agenda)*
- Committee Roster – Carlos Valencia needs to be removed from the Roster – Kevin Snyder needs to be added (ex*)
- Recommending the technology budget should be added/revised on the ITG committee description

Review of Ground Rules & Code of Conduct

- Board docs policy and procedure review (defining ground rules)
- The agenda is supposed to go out 48 -72 hours in advance
- Scheduling of the meeting organized by college council; if proposed time/date changes are to occur, must go to college council
- Members must attend the meetings, if you don't show up, will want to get someone else to serve on committee
- Proxy votes, if you can't attend, if you send a proxy, make sure they are informed
- Committee members are to take what is discussed at ITG to their individual departments/groups
- Complete assignments, as necessary
- Table disagreements to work out with two parties

Fiscal Year Goals

- Keep a tighter agenda than in the past to stay on track
- Plan to spend time discussing what the end of the semester goals will be and how we will accomplish them.
- List specific milestones we should be meeting within each meeting
- **Goal Summary: work on/complete the tech plan in fall semester and complete budget allocations for the spring semester**

SJRC Strategic Tech Plan

- This year is a tech plan revision year, updating the IT strategic plan is a goal that is mandated by our committee charge for this year
- Current SJRC tech plan is 80 pages; suggested to make it more user friendly
- Referring to SSU tech plan, it was focused to the goals of the institution and students
- We will be updating this plan, review the tech plan and SSU to determine how we can make it more user friendly and specific goals/initiatives
- The district also needs to update its strategic plan
- Research a goal oriented community college template, rather than SSU
- Budget, projection of spending over the next three years.
  - What is the district envision for the spending over these next few years?
  - Seven year replacement cycle for technology
- Recommending the technology budget should be added/revised on the ITG committee description *(see also ITG Committee functions)*
- Can specific areas, like how we track the computers/ technology devices be in an alternative document for tracking, i.e. spreadsheet; when it is updated within the manual it becomes outdated almost immediately after

Budget Allocations

- Last year was the first time PRPP was used, so it took a little longer than usual as there was an adjustment to how ITG was previously completed
- Process should be more streamlined this year
- *Priority:* How can we streamline so we can get the students what they need?
- Develop a plan that is a good guiding principal for the district
- Roadmap on how we are spending, tell everyone else where we are and progress we are making
- Project updates on what is going on, status so people can report to their groups;
  - Media and IT report where they are on their project.
    - Example: Here is the money you were allocated and here we are on the project
    - Suggestion is to share Monthly board facility updates, including any slides and/or reports from that meeting

For this fiscal year, need to keep in mind that there is a huge shift occurring in how the district is organized. When we make any decisions on reformatting and purchases, it should be taken into account as other changes may affect this committee's decisions. Decisions should be based off of performance and/or goal oriented on how it will impact the students.

Future Agenda Items

- Need for a district coordinator for all funding sources, discuss in more detail on how to make this recommendation to VPs
- Grants, which include a technology component, should be sent to security office to provide more visibility/ weigh in on what would be best for the district. Discuss in more detail how this can be achieved and presented to higher level
- Committee would like revisit and refresh the committee functions

Tasks for Next Meeting:

- Take a look at other [community] college strategic plans for templates

Adjourn 10:12am