SANTA ROSA JUNIOR COLLEGE

Committee Members:	
Kevin Snyder (Co-Chair), Mary-Catherine Oxford (Co-Chair), Vanessa Luna, Stephanie Jarrett, Eve Miller, Heather Adams, Amy Flores, Q McQuaig, Denise Cooper, Lex Pulos, Vayta Smith, Mike Roth, Orlando Raola, Kyle Wallstrum, Connor Murray.	
Agenda Item	**Description**
Approval of Minutes	Approve meeting notes from 10/24/2024. The minutes were approved unanimously.

Updates	• Mary-Catherine was absent due to a scheduling conflict.
	• It was requested to remove Don Webb and Greg Wycoff from the ITG site. Claudia will work on Kevin's request.
	• Claudia Gray, AA II for Information Technology was introduced as the new note-taker.
	• Kevin proposed a time change for the meetings (9am-10am) and possibly starting at 9:15am-10:15am? If a time change is approved, the decision will be communicated to the committee members.
	• **PRPP Writers Guide:** There's a need to make updates. The committee members reviewed and discussed issues and instructions that need clarity with the guide. Eve Miller provided suggestions for improvement including better instructions for printer requests (instructional/non-instructional), potential extra costs for installation and additional support. These might have to be covered by the department.
	• Kevin to reach out to Mary-Catherine and Orlando Raola to discuss the software licensing language in the PRPP *Writers Guide - the software and installation section needs revision.*
	    ○ Include a stronger emphasis in the annual PRPP email to requestors about the importance of completing section 2.4B.
	    ○ 2.4c Instructional Equipment: Expand on the non-software language?
	    ○ 2.4f Instructional Equipment: Expand on the non-software language section?

Digital Signage – Next Step?	• Q McQuaig: Media Services is saturated with larger projects. Digital signage is not a high priority and requests can be paused. • Stephanie Jarrett mentioned that a manual will be available to offer guidance on future requests. • Kevin to collaborate with Stephanie to review the language for the digital signage and wayfinding manual and discuss consistent process for handling signage requests. It's key to provide a clear rationale in PRPP requests.

	- Q McQuaig: When digital signage request shows up in the PRPP, Media Services reviews the request and total dollar amount to check is accurate. - Kevin Snyder: Will reach out to Mary-Catherine to discuss 2.4b section in the manual.
Next Meeting	Thursday, February 27th