

# **Institutional Technology Group**

## **Meeting Minutes**

April 25, 2019

9:00am-10:30am

Doyle, Room 4401

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

### **Review of ITG Requests**

***Committee reviewed the remaining item requests in the category of "other"***

- Items which could fall into IELM or department funded have been flagged for further clarification, or, to be on hold until budget totals decrease
- All highlighted yellow items are still going to show as part of the total in the Master tab
- For police body cameras, need to find out about data storage and back up, Linda will get more details.
  - Matt Pearson stated there should be discounts on ordering these items, if they wish to purchase
- If there are other funding sources that could be used for the item, it should be highlighted and then reviewed later

### **Review of Petaluma Media Requests- Matt Pearson & Committee**

- Matt reviewed the item requests for Petaluma media and committee discussed and then approved appropriate items
- Line item, 78, Mike Roth will reach out to requestor about if the printer should be approved + to discuss another possible printer option

### **Review of Santa Rosa Media Requests- Matthew McQuiag**

- Line items removed that had alternate funding

### **Completed first review of requests**

- Removed orange highlighted (items to be removed)

- Continued to review yellow highlighted items to see where further cuts could be made
- Discussion on how instructional equipment requests should be funded, as there is no IELM this year, many instructional requests came through ITG.
- Suggested, to submit two budgets, so VPs could evaluate which items should be allowed this year which fall under instructional (technology) equipment
- Building//capital projects should also be pulled out and presented as a separate budget to VPs
- Robert, discussed and read from website advocating for the students and how there is equipment requests that could be used for improved instruction/learning.

#### **Next Tasks/Steps**

- Summarize and break out spreadsheet for capital and student to show different totals and get clarification from VPs on what items should be funded this year (color code + subtotal)
- Compare spreadsheet from previous on removed items