



Institutional Technology Group (ITG)

2nd & 4th Thursdays 9-10:30am

Zoom Meeting: <https://santarosa-edu.zoom.us/j/89739224421>

Meeting Notes for October 24, 2024

Committee Members:	
Kevin Snyder (Co-Chair), Mary-Catherine Oxford (Co-Chair), Vanessa Luna, Stephanie Jarrett, Eve Miller, Heather Adams, Amy Flores, Q McQuaig, Greg Wycoff, Denise Cooper, Lex Pulos, Vayta Smith, Mike Roth, Orlando Raola, Kyle Wallstrum, Connor Murray	
Agenda Item	Description
Approval of Minutes	Approve meeting notes from 10/10/2024. The minutes were approved unanimously.
Updates	<ul style="list-style-type: none"> • Claudia Gray, AA for Information Technology – note taker starting next meeting
Final Approval of ITG Recommended funded projects	<ul style="list-style-type: none"> • October 28, 2024 – Cabinet approval of the ITG recommended funded projects with M-Cat and Kevin presenting • Reminders/Clarifications: <ul style="list-style-type: none"> ○ Total ITG budget - \$250k <ul style="list-style-type: none"> ▪ 2024 ITG recommended funded projects - \$235, 516 ○ The remaining amount (Measure H) can be rolled over to the following year. • The team reviewed and approved the final list of ITG funded projects. <ul style="list-style-type: none"> ○ M-Cat and Stephanie will connect regarding a few of the recommended IELM funded projects. (Facilities participation)
Digital Signage (if time)	<p>The committee is concerned with the amount of digital signage and how to assess. Discussion on possible recommendations regarding digital signage. Goal: Agree on future recommendations and what to do with digital signage requests this year.</p> <ul style="list-style-type: none"> • Formalize digital signage recommendations <ul style="list-style-type: none"> ○ Standardization/Guidelines <ul style="list-style-type: none"> ▪ Unit/product – Q noted that the current units share the same brand. ▪ Content, flow, etc. ▪ Location ▪ Support ○ Input from DRD, Marketing & Communications, etc.
Next Meeting	Thursday, November 14th

Note Taker Rotation List Alphabetical:
~~Mary-Catherine Oxford~~

~~Kevin Snyder~~
~~Amy Flores~~
Eve Miller
Orlando Raola
Mike Roth
Heather Adams
Greg Wycoff
Vayta Smith
Denise Cooper
Stephanie Jarrett
Alexis Pulos
Vanessa Luna
Q McQuaig