IT Student Governance Board
University of Colorado **Boulder**

MEETING AGENDA AND MINUTES
January 31, 2018
3:30 PM - 5:00 PM
TLC 215

Action Items *(To mark an Action Item completed, select the checkbox (double-click), right-click, and select checkmark.)*

- ❏ Follow up FCQ not including Tech communication
- ❏ Send Survey - Survey Send out team: Dylan, Chris
    - ❏ we will send it on Tuesday 2/6 - 3 pm
    - ❏ Reminder 1 week later - 11 am
    - ❏ Reminder 2 weeks later - 5 am
    - ❏ Close after 3 weeks - midnight Feb 27th
- ❏ Create recruitment flyers by next meeting (2/14/18): Brooke
- ✓ Email Sandra and Lou regarding Unified Student Experience: Chris

Attendees

Present:
- ● Sam Cast
- ● Dylan Sallee
- ● Thomas Young
- ● Mackenzie Lobato
- ● Shane Kroening (non-voting)
- ● Chris Bell (non-voting)

Not present (move up when people arrive):
- ● Brooke Langley
- ● Alex Curtiss
- ● Virgil Nunan
- ● John Keller
- ● Seth Hovestol

Agenda

1. **Introductions and Settle In**

2. **Co-Chair Announcement**
    a. Congratulations Brooke!
    b. Future co-chairs will be elected in advance of the year to serve

3. **Actions: Getting things done this semester!**
    a. Survey
        i. Reviewed and edited the survey
        ii. Chris and Dylan to complete survey logic, collect/analyze distribution and send out survey
        iii. Plan to do a $50 gift card drawing
    b. The group decided to stick with Slack (not use Groupme)

 c. Adobe CC Follow-up
   i. Mackenzie will work with Brooke on this topic
   ii. Brooke and Mackenzie will talk with Mike Viola in the
   iii. Will evaluate survey results
   iv. BFA Subcommittee - Brooke, Mackenzie, and maybe Dylan want to go to it
 d. Wifi Performance
   i. Will evaluate survey results
   ii. ITSGB will follow up with OIT Networking to have them come and talk with the group
 e. Recruitment
   i. Brooke will make flyers by next week
     1. We're thinking this should start from scratch. Go crazy Brooke!
     2. Sam has templates for handbills if you want to use them, Brooke
   ii. Attention: These can be printed for Free in Center for Student Involvement (CSI)
   iii. Sam will get digital version on CUSG social media
   iv. All ITSGB members will tak them
   v. Thank you to Dylan for staffing the Studnet Involvement Fair table
     1. Next time we should do posters and other cool swag (ITSGB Sticker or Microfiber cloths) to hand out and email list
   vi. Unified Student Experience
     1. We want to see the prototype of the USE
     2. Here's what the email say:

     Dear Sandra and Lou,

     The ITSGB would like to have an update on the USE Project. Ideally they'd like to have a demo of the prototype. Would you all be able to join us and show the prototype on Feb 14 or 28th at 4:00 pm?

     Thank you,

     Chris (On behalf of ITSGB)

 f. Anything else?

4. Adjourn