

May 6, 2024

Planning and Resource Allocation Committee Members  
College of Marin  
835 College Avenue  
Kentfield, California 94904

*Via Email*

**Re: Institutional Equipment Committee Recommendations**

Dear Planning and Resource Allocation Committee members:

The [Institutional Equipment Committee \(IEC\)](#) has reviewed and analyzed requests for institutional equipment that were submitted as part of this year's Planning and Resource Allocation Committee (PRAC) review cycle. Please consider IEC's recommendations for funding as shown in the enclosed spreadsheet of institutional equipment requests. Because of the number and total cost of requests, the IEC was not able to recommend all items. With the goal of identifying a reasonable total cost of requests to recommend, IEC targeted \$250,000 (based on last year's institutional equipment guidance).

IEC has prioritized its recommendations as follows:

- Some items fall below the \$250 minimum cost per item, and thus should be treated as supplies and come out of departments' supplies budgets. These have been identified in the column "IEC Recommends Funding from Elsewhere" (column P), with the alternative funding source identified as the supplies budget.
- The IEC excluded warranties, which IEC determined should not be considered institutional equipment.
- A few items appear to be appropriately covered by IT. These have been identified in the column "IEC Recommends Funding from Elsewhere," with the alternative funding source identified as IT.
- All remaining items that were prioritized by the deans as a priority level of 10, 9, or 8 – with two exceptions – were designated as "IEC Recommends Funding" (column O). IEC made an assumption that the SAS/Adapted PE items are ranked priority 10 as they did not have priority rankings.
  - The two items that would fall in this category but that were excluded are high cost items that would use up much of the IEC targeted budget of \$250,000.
    - Nursing infusion pump combo - \$128,817.50
    - Performing Arts A/V upgrade - \$54,125.00

- IEC also recommends funding a few lower-priority items requested by departments that had received little or no funding through the other recommendations. These costs are shown in “IEC Recommends Funding” (column O).

This approach brought the total IEC recommended funding to **\$234,355.76**.

If you have any questions, please contact Academic Senate President Maria Coulson and me as PRAC co-chairs.

Thank you for your consideration of these recommendations.

Sincerely,



Mia Robertshaw  
Interim Assistant Superintendent/Vice President of Student Learning and Success

Enclosure: IEC Recommendations Spreadsheet

C: Maria Coulson, Academic Senate President  
Jonathan Eldridge, Superintendent/President  
Institutional Equipment Committee Members