



**Institutional Equipment Committee  
(IEC) Meeting Minutes  
4/26/17 12 p.m.**

**Present:** Ron Palmer, Lisa Morse, Jason Dunn, Elizabeth Pratt, Marc Woerlein (Staff Resource).

**Absent:** Greg Nelson

**Introductions**

Committee members introduced themselves and described their role with College of Marin.

**Overview of the revised institutional equipment process**

Dr. Pratt described the role of the Institutional Equipment Committee and how requests for equipment are to be generated through program review, then brought through the Planning and Resource Allocation Committee, finally forwarded to IEC for allocation. Dr. Pratt described the sources of funding available for consideration by the IEC and during discussion advised that she would reach out to Greg Nelson regarding whether the IEC would review General Fund requests and Lottery requests. The group focused attention on beginning to look at current requests from each department at this time.

**Review 2016/2017 Equipment Requests**

The Committee reviewed and revised many requests for equipment from the listing provided through the program review process and PRAC. The committee ran out of meeting time to review each request and agreed to reconvene to finish discussing requests 4/26/17.

**Discussion of asset tracking software**

Information on the Gigatrak system features and costs were distributed to committee members and discussion was tabled to the next meeting due to lack of time during present meeting.

**Next Steps**

Committee members will work to refine the requests from their department to clarify descriptions of equipment and to clarify priorities. .

**Next Meeting Scheduled 4/26/17 at noon.**