



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

**Present:** David Snyder on behalf of the Governance Review Council (GRC), Ron Palmer, Becky Brown, Lisa Morse, Jason Dunn, Elizabeth Pratt, Greg Nelson, Marc Woerlein (Staff Resource).

**Absent:** Aftab Enty

**Presentation from the GRC**

David Snyder reviewed the charge of the IEC and noted that the listed membership needed updating. The committee members agreed to update the list of members before the end of the academic year.

**Discussion of the timeframe for IEC meetings and Program Review timeframes**

Dr. Pratt noted that the Strong Workforce Initiative will have another round of funding in the fall and another fall meeting of the IEC would be beneficial to streamline the purchase of equipment related to those funds which will already be available. Waiting for program review and PRAC may delay implementation of grant proposals if a fall session cannot be accommodated. The discussion also included a dialogue regarding program review having an earlier deadline of October 1<sup>st</sup> in order to improve planning and purchasing processes. The committee members offered support for this change in deadline provided that it was adhered to. David Snyder pointed out that it is difficult to navigate both a 5-year instructional equipment and a program review equipment process and that documentation of these duplicative efforts seems wasteful.

**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.

**Discussion of asset tracking software**

Information on the Gigatrak system features and costs were distributed to committee members and gained support of the IEC. Greg Nelson advised that receiving will need to be looped in on the system if we are moving forward with implementation.

**Next Steps**

Committee members will be sent the materials updated during today's meeting to prepare for the next meeting. Committee members are expected to return next week with notation on potential funding sources and priority for equipment purchases.

**Next Meeting Scheduled 5/3/17 at noon.**