



**Institutional Equipment Committee
(IEC) Meeting Minutes
5/3/17 12 p.m.**

Present: Ron Palmer, Aftab Enty, Becky Brown, Lisa Morse, Jason Dunn, Elizabeth Pratt, Greg Nelson, Marc Woerlein (Staff Resource).

Complete resource allocation for all areas.

A final detailed review of requests from Career Technical Education/Business Information Systems, Kinesiology, Health Occupations, Architecture/Fine Arts, and Life/Earth/Physical sciences was conducted and equipment requests were approved and categorized by the committee for presentation to the Planning and Resource Allocation Committee (PRAC)

Reviewed the discussion from the previous meeting regarding IEC meetings in the fall and changes to program review timelines.

The committee noted continued support for discussing additional fall meetings with PRAC. The IEC members agreed the committee would be able to review equipment requests in a timelier manner, especially for grant requests made in the fall, with an additional meeting. The group also noted continued support for beginning the program review process earlier in the academic year so that equipment requests can be made in October.

Post Allocation Process

Greg Nelson reminded committee members that with the timing of approvals equipment orders requested now would need to be filled quickly as the purchase orders would void 7/1/17 and have to be re-created. The committee members advised that they would share with their departments the need to move quickly on prioritizing immediate needs and to schedule purchases that are not immediate needs for after 7/1/17 to reduce the workload for purchasing.

Discussion of asset tracking software

Dr. Pratt advised that there were still remaining steps in managing the implementation of an asset tracking system and the committee discussed a desire for follow-up information on whether purchased equipment had been used. The features of software that could assist with follow-up were discussed and Dr. Pratt advised how a survey system could be utilized to have staff respond to their use of purchase equipment. The committee members agreed that a one-year target for following up on purchased equipment to ask how specific items were implemented would be an effective way for the group to promote the equipment procurement process being used to address needed items that will be used.

Next Steps

Committee members will be sent the materials updated during today's meeting for review and they results of the discussion regarding equipment purchases will be shared with PRAC.

The group scheduled no formal follow-up meeting and will maintain communication regarding a fall meeting as discussed in today's session.