

# Instructional Equipment Committee Presentation to PRAC

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PRESENTER:

ELIZABETH PRATT, Ed.D.

May 9, 2017

# Instructional/Institutional Equipment Committee (IEC) Charge

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The Instructional Equipment Committee (IEC) operates as a subcommittee of the Planning and Resource Allocation Committee to ensure faculty, staff and student involvement in recommending allocations for instructional equipment. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding the specific instructional equipment allocations. Standard forms will be used and proposals will be elicited from every department. Requestors will send copies to the supervising Dean/Manager.

# 2017 IEC Members

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Elizabeth Pratt, Chair

## **Faculty**

Lisa Morse

Becky Brown

Jason Dunn

Ron Palmer

## **Classified Professionals**

Aftab Enty

## **Administrators**

Greg Nelson

## **Staff Resources**

Marc Woerlein

# 2017 Approach- Multiple Funding Sources

1. Bond Measure B
2. Instructional Equipment
3. Adult Ed Block Grant
4. Career Technical Education funds
  - A. Strong Workforce
  - B. Perkins
5. Unrestricted – General Funds
6. Not Funded



# Rationale for items not funded

1. Areas decided to wait on project or equipment
2. Items could be categorized as instructional supplies
3. Items would not meet eligibility requirements
4. Items could be sourced elsewhere
5. Request was redundant or was included with other requests

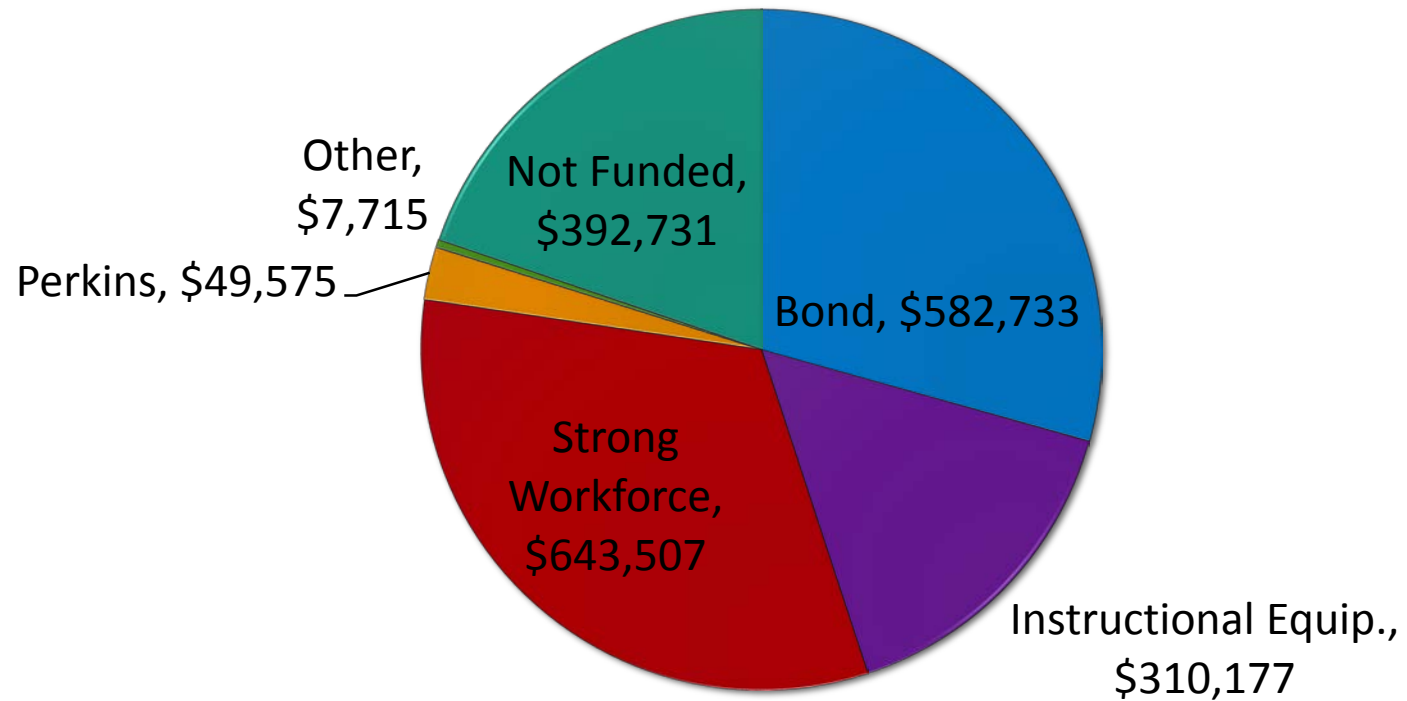
# Funded Requests Recommendations

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Department	1. Bond	2. CDBG	4A. SWI	4B. Perkins	Totals
<b>CTE/BIS</b>	82,400	92,650	504,441	42,959	<b>722,450</b>
<b>Arts/Drama</b>	94,619	91,929	0	0	<b>186,548</b>
<b>Life, Earth, Physical Sciences</b>	67,560	97,560	0	0	<b>165,120</b>
<b>Health Occupations</b>	199,674	21,988	139,066	6,616	<b>367,344</b>
<b>Kinesiology</b>	200,450	6,050	0	0	<b>206,500</b>
<b>Totals</b>	<b>644,703</b>	<b>310,177</b>	<b>643,507</b>	<b>49,575</b>	<b>1,647,961</b>

# All Requests Funded by Source

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# Recommended Funding by Area

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## SCIENCE AND MATH

<b>Originally requested</b>	<b>370,686</b>
<b>Not Funded</b>	<b>217,744</b>
<b>Unrestricted (General Fund)</b>	<b>7,000</b>
<b>Bond</b>	<b>67,560</b>
<b>Instructional Equipment</b>	<b>97,560</b>
<b>Total requests for IEC</b>	<b>172,120</b>



# Recommended Funding by Area

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## ARTS

<b>Originally Requested</b>	<b>253,250</b>
<b>Unrestricted (General Fund)</b>	<b>715</b>
<b>Not Funded</b>	<b>30,307</b>
<b>Include in construction discussion</b>	<b>35,680</b>
<b>Bond</b>	<b>94,619</b>
<b>Instructional Equipment</b>	<b>91,929</b>
<b>Total requests for IEC</b>	<b>186,548</b>

# Recommended Funding by Area

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## ATHLETICS KINESIOLOGY

<b>Original requested</b>	<b>206,500</b>
<b>Total Bond</b>	<b>200,450</b>
<b>Instructional Equipment</b>	<b>6,050</b>
<b>Total requested for IEC</b>	<b>206,500</b>

# Recommended Funding by Area

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## CAREER TECHNICAL EDUCATION/ BIS

<b>Original requested</b>	<b>823,100</b>
<b>Not Funded</b>	<b>100,650</b>
<b>Bond</b>	<b>82,400</b>
<b>Instructional Equipment</b>	<b>92,650</b>
<b>4A Strong Workforce</b>	<b>504,441</b>
<b>4B Perkins</b>	<b>42,959</b>
<b>Total requested for IEC</b>	<b>722,450</b>

# Recommended Funding by Area

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## HEALTH OCCUPATIONS

<b>Original request</b>	<b>375,344</b>
<b>Not Funded</b>	<b>8,350</b>
<b>Bond</b>	<b>199,674</b>
<b>Instructional Equipment</b>	<b>21,988</b>
<b>4A Strong Work</b>	<b>139,066</b>
<b>4B Perkins</b>	<b>6,616</b>
<b>Total requested for IEC</b>	<b>367,344</b>

# *Post Allocation Process Recommendations*

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- Each Department will process purchases
  - Work with receiving to tag larger equipment
  - Purchase order training summer 2017
- Priority will be given to assets purchased with fiscal year deadline and with bond timeline

# *Next Steps and Recommendations*

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- Gigatrak an “asset management” software tool set up to track purchases
- Surveymonkey deployed fall 2017 to determine follow up on use and effectiveness of purchases



# *Reflections on Process*

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- Working with multiple funding sources initially messy
- More lead time needed for Committee to process allocations
- Review Program Review to focus on justification and clarity
- Emphasis on “need” as opposed to “want” and justification tied to program improvement
- Confusion on instructional supplies vs. equipment
- IEC follow up on purchasing and use of equipment

# *Committee Recommendations on Future Process*

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Support for additional fall meetings with PRAC

- follow up on 2017 allocations
- discussion of Program Review process and request
  - direct tie to program review
  - rubric to help assess priorities of request
- plan for Strong Workforce allocations



# *Committee*

## *Recommendations on Future Process*

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- Support for moving up Program Review process with 2017-18 as a transition year
- Review a rolling process of Program Review allocations and the timing of a roll out
- Support for Administrative Assistant training in purchasing and receiving
- Purchase of “Asset Management” software

# Discussion

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THANK YOU.