

# Instructional Equipment Committee Presentation to PRAC

---

PRESENTER:

ELIZABETH PRATT, Ed.D.

May 8, 2018

# Instructional/Institutional Equipment Committee (IEC) Charge

---

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.

# 2018 IEC Members

---

Elizabeth Pratt

Patrick Ekoue-totou

## **Faculty**

Lisa Morse

Becky Brown

Ron Palmer

## **Classified Professionals**

Aftab Enty

Andy Huber

## **Administrators**

Brianna Haggitt

## **Staff Resources**

Mina Navar

Greg Nelson

# 2018 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
7. Other



# Rationale for items not funded

1. Areas decided to wait on project or equipment
2. Items could be categorized as instructional
3. supplies
4. Items would not meet eligibility requirements
5. Items could be sourced elsewhere
6. Request was redundant or was included with
7. Other requests
8. Not enough funds available to grant all requests

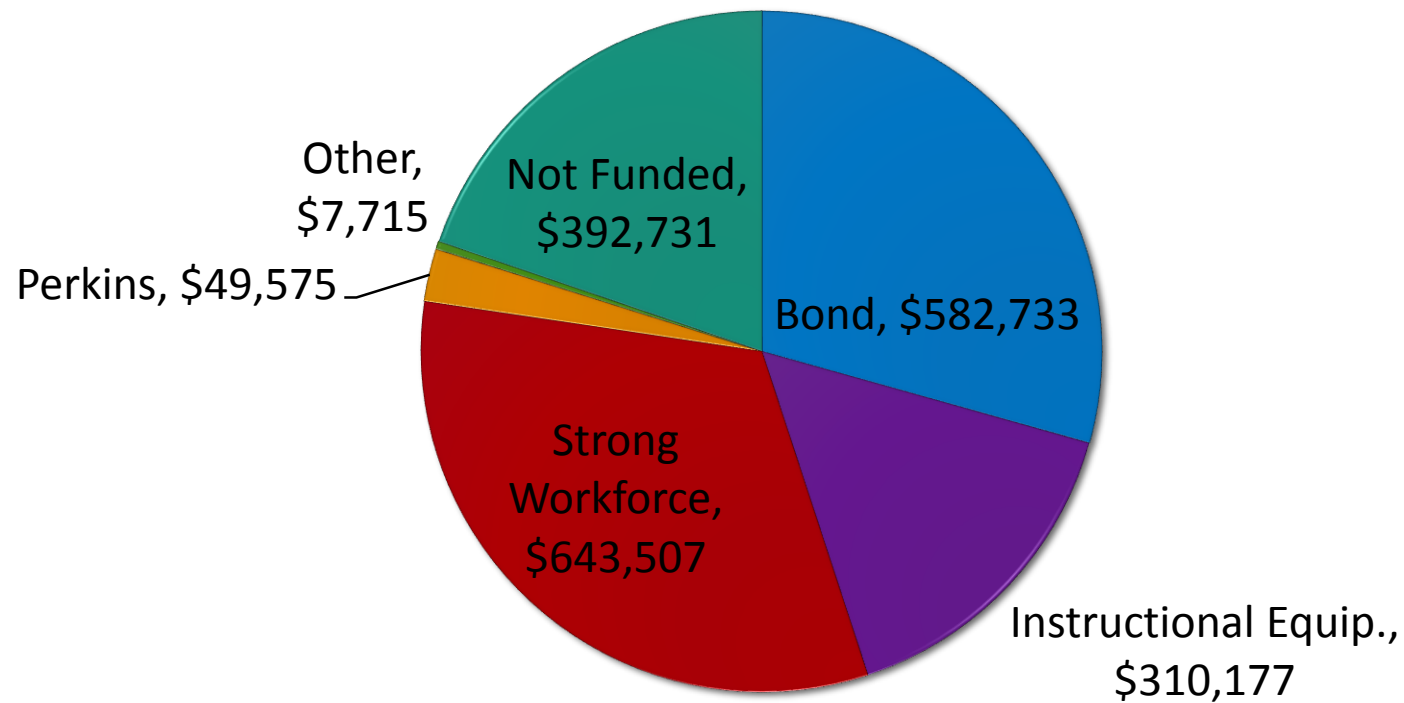
# Funded Requests Recommendations

Department	1. Bond	2. IE	4A. SW2	4B. Perkins	Totals
CTE/BIS			58,243		58,243
Arts/Drama	101,663	52,185			*197,118
Life, Earth, Physical Sciences	74,340	7,841			82,181
Health Occupations			12,000	13,354	25,354
Student Services/CE	4,709	1,441			6150
Kinesiology/APE	17,068	7762	0	0	24,830
Totals	\$199,415	\$85,565	\$70,243	\$13,354	\$358,244

\* Includes \$21,636 paid through insurance

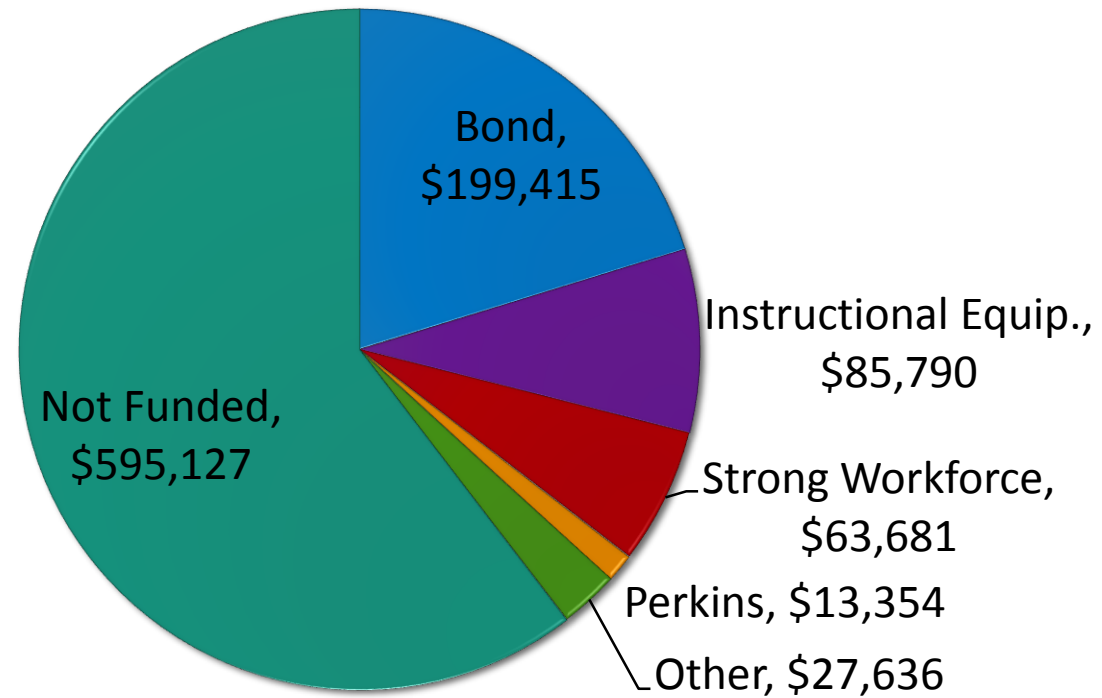
# 2017- 18 All Requests Funded by Source

---



# 2018-19 All Requests Funded by Source

---





# 2018 IEC Bond Funds Recommended

2018-19 Bond Fund Recommendations		
Department	Amount	Item
Community Ed	0	
CTE	0	
Health Sciences	0	
Math Sciences	4,1130	NMR Machine
Math Sciences	33,240	Laptops for Engineering
Student Services	4,709	Exam Table Health Services
Arta/ Humanities	101,663	Portion of Grand Piano*
Kinesiology/ APE	17,068	APE Equipment
	\$197,810	
* Includes updating fleet using lease. Shared with IE fund		

## IEC Recommended funding for IE Funds: Not Prioritized

Department	Amount	Item
Math Sciences	\$ 852	Power supply plugs
Math Sciences	\$ 3,600	Eppendorf Pippettes
Math Sciences	\$ 3,389	Anatomy Leg Model
Student Services	\$ 1,441	Adaptive Table
Arts/Humanities	\$ 22,000	Portion of Piano*
Arts/Humanities	\$ 30,000	Library books
Arts/Humanities	\$ 1,546	Pro grade Hot Plate
Arts/Humanities	\$ 1,071	6" shear
Arts/Humanities	\$ 3,472	Electric Kiln
Arts/Humanities	\$ 2,847	Sliding Parallel Rule
Arts/Humanities	\$ 1,548	Portable Drawing Board
Arts/Humanities	\$ 493	Clip-on drafting lamp
Kines/ APE	\$ 855	NuStep Stabilizer & Kit
Kines/ APE	\$ 3,187	EasyStand Sit Stander
Kines/ APE	\$ 683	EasyStand E Sit to Back
Kines/ APE	\$ 600	Storage Shed
Kines/ APE	\$ 8,722	Portable Batting Cage
Kines/APE	\$ 1,469	Portable Pitch Mound
	\$ 87,773.13	

\* Shared costs with Bond Funds

# Recommended Funding by Area

---

## SCIENCE AND MATH

<b>Originally requested</b>	<b>197,444</b>
<b>Not Funded</b>	<b>68,437</b>
<b>Unrestricted (General Fund)</b>	<b>6,000</b>
<b>Bond</b>	<b>74,340</b>
<b>Instructional Equipment</b>	<b>7,841</b>
<b>Total requests for IEC</b>	<b>\$82,181</b>

# Recommended Funding by Area

---

## ARTS & HUMANITIES

Originally Requested	309,758
Unrestricted (General Fund)	21,636*
Not Funded	134,276
Include in construction discussion	
Bond	101,663
Instructional Equipment	52,183
Total requests for IEC	\$175,485

# Recommended Funding by Area

---

## ATHLETICS KINESIOLOGY/APE

Original requested	140,768
Total Bond	17,068
Instructional Equipment	7,762
Total requested for IEC	\$24,829

# Recommended Funding by Area

---

## STUDENT SUPPORT SERVICES

Original requested	<b>*172,938</b>
Total Bond	<b>4,709</b>
Instructional Equipment	<b>5,216</b>
Total requested for IEC	<b>\$9,925</b>

\* Denotes duplicative requests with CE and APE

# Recommended Funding by Area

---

## CAREER TECHNICAL EDUCATION/ BIS

<b>Original requested</b>	<b>79,168</b>
<b>Not Funded</b>	<b>24,727</b>
<b>Bond</b>	
<b>Instructional Equipment</b>	
<b>4A Strong Workforce</b>	<b>54,441</b>
<b>4B Perkins</b>	
<b>Total requested for IEC</b>	<b>\$79,168</b>

# Recommended Funding by Area

---

## HEALTH OCCUPATIONS

<b>Original request</b>	<b>53,295</b>
<b>Not Funded</b>	<b>27,771</b>
<b>Bond</b>	
<b>Instructional Equipment</b>	
<b>4A Strong Work</b>	<b>12,000</b>
<b>4B Perkins</b>	<b>13,354</b>
<b>Total requested for IEC</b>	<b>\$25,554</b>



# *IEC Process Improvement Recommendations*

---

- Tie Rationale to Program Review and show evidence of need
- Follow 5-Year Instructional Equipment Plan
- All requests vetted through division Dean/Director
- Dean or designee presents to IEC

# *Reflections on Process*

---

- Working with multiple funding sources initially messy
- Not having Program Review to focus on justification and clarity was difficult
- Mid- semester cuts on estimated Funds from Bond and IE was difficult to navigate
- Confusion on instructional supplies vs. equipment
- IEC follow up on purchasing and use of equipment
- How can we help departments to prioritize?

# *Committee Recommendations on Future Process*

---

- Process tied to Program Review and vetted through Deans/Directors
- Develop a rubric to help assess priorities of request
- Deans or Deans' designees present to IEC
- Support for Administrative Assistant training in purchasing and receiving
- Adhere and maintain 5-Year Instructional Equipment Plan
- Equipment funded in 2018-19 cycle is purchased by February 15<sup>th</sup> 2019 or funding is swept

# Discussion

---

THANK YOU.