

Instructional Equipment Committee Presentation to PRAC

PRESENTER:

ELIZABETH PRATT, Ed.D.

May 9, 2017

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.

2017 IEC Members

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



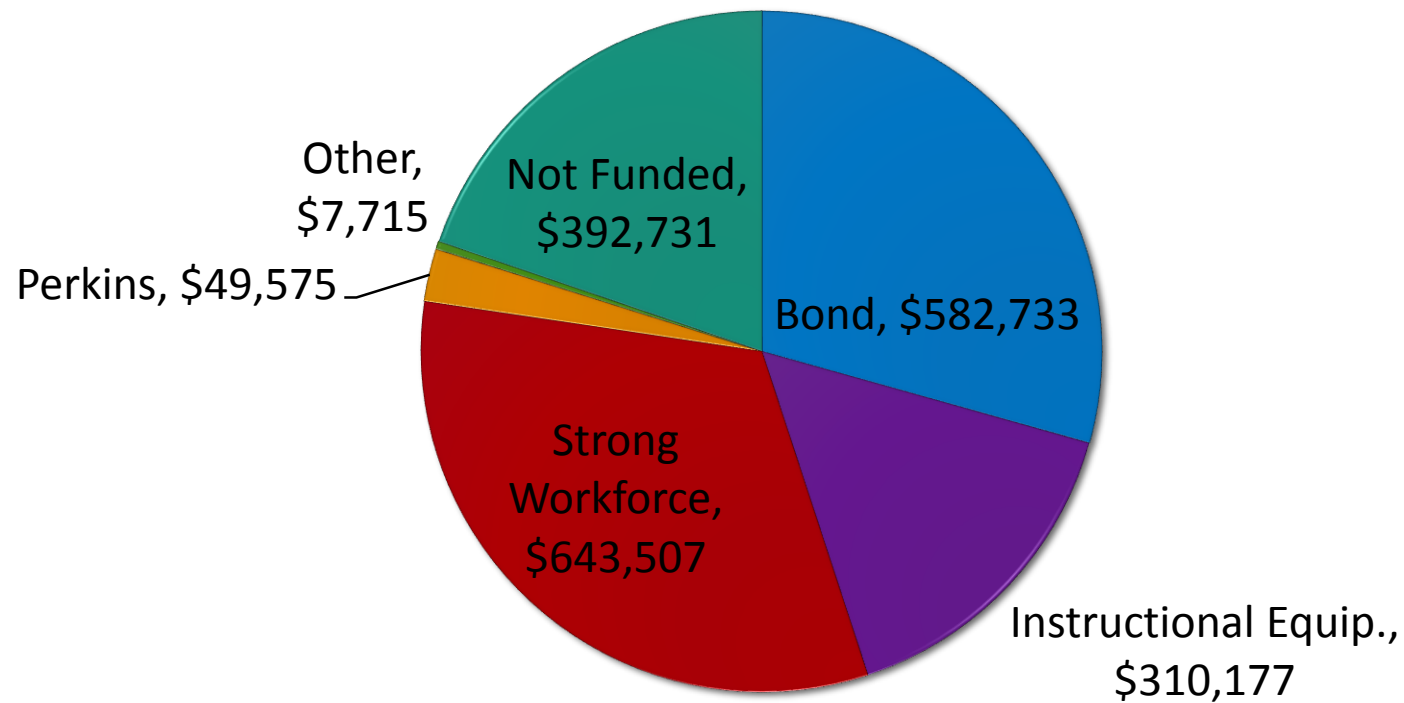
Rationale for items not funded

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

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

All Requests Funded by Source



Recommended Funding by Area

SCIENCE AND MATH

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

Recommended Funding by Area

ARTS

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

Recommended Funding by Area

ATHLETICS KINESIOLOGY

Original requested	206,500
Total Bond	200,450
Instructional Equipment	6,050
Total requested for IEC	206,500

Recommended Funding by Area

CAREER TECHNICAL EDUCATION/ BIS

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

Recommended Funding by Area

HEALTH OCCUPATIONS

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

Post Allocation Process Recommendations

- 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

- 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

- 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

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

- 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

THANK YOU.