

## INSTITUTIONAL EQUIPMENT COMMITTEE

### Charge

The Institutional Equipment Committee (IEC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff and student involvement in recommending policies, procedures, and processes for effectively procuring, placing, maintaining, and tracking all District equipment. The Institutional Equipment Committee (IEC) will make recommendations to the Planning and Resource Allocation Committee (PRAC) regarding policy, procedure, and process creation and change.

---

### Responsibilities

---

- Review existing and recommend modified and/or additional policies, procedures, and processes for effectively procuring, placing, maintaining, and tracking all District equipment.
- Recommend dispensation of all available funding sources to maximize equipment procurement. Consult with other appropriate departments and groups, as necessary.
- Develop, review, and widely communicate equipment-related policies, procedures, and processes.
- Establish appropriate timelines to complete tasks and make recommendations.
- Report recommendations and activities to PRAC as requested.

### Composition

- 4 faculty of differing divisions, appointed by the Academic Senate
- 2 classified professionals appointed by the Classified Senate
- 2 students appointed by the Student Senate
- 1 administrator appointed by the Superintendent/President
- Senior Vice President of Student Learning & Student Services, or designee, who will serve as non-voting Chair
- IT, Fiscal, CTE, and Measure B staff will serve as resources, as deemed necessary by the committee

### CONTEXT

The passage of Measure B Facilities Bond resulted in a 20-year funding stream for equipment purchase and replacement. Additionally, a number of funds including Strong Workforce, Adult Education Block Grant, Perkins, and others, can support equipment purchases. Due to these positive developments, the District will have sufficient resources for equipment procurement based on program review and other planning needs moving forward. However, the District must develop a structure by which these funds can be spent effectively and efficiently given limits on personnel capacity and other factors. The Institutional Equipment Committee will be central to this effort.