

Space & Equipment Budget Subcommittee
November 30, 2017
8:00 a.m. – 9:00 a.m.
Barge 304
MINUTES

Members Present: Bill Provaznik, Chris Timmons (representing Andreas Bohman), Gayla Stoner, Greg Paveza, Joseph Han, Levente Fabry-Asztalos, Sathy Rajendran, Todd Shiver

Absent: Andreas Bohman, Tim Englund

Guest Presenters: Chris Schedler, Jami Beintema, Joel Klucking

AGENDA

Introductions-

Subcommittee members introduced themselves to each other.

Committee Purpose-

The scope of the committee's recommendation includes advising on the use of instructional equipment and technology funds, acting as a broker for units wishing to give up or acquire academic space, advising on the development of policies and procedures for the management of space, ensuring space data is accurate and reliable, discussing comprehensive funds questions, and prioritizing submissions.

Once, the subcommittee agrees on the recommendation(s), it will move forward to the Budget Executive Committee.

Action Item- Instructional Technology

- a) DE Phase II Proposal
 - 1) \$50,000 for new standard equipment required in 9 classrooms (standard equipment package is \$5,500 per classroom x 9 classrooms = \$50,000) for Phase II of DE upgrade project to be completed by end of Summer 2018. There are multiple screens in use at one time.
 - 2) Legacy equipment was retired and replaced with a new Cisco Telepresence-WebEx solution.
 - i. Potential to bring in students from other areas of the state or country.
 - ii. Could be used for administrative meetings during the day, as most DE classes occur in the evening.

- 3) Each WebEx license is \$1,100 plus tax to host a session, so the cost for 6 licenses (6 concurrent hosted sessions) is about \$7,500. Additional licenses will be at the same cost.
- b) Academic Technologies and Media Services (ATMS) Proposal
 - 1) Yearly maintenance operation funding of \$50,000 for AV classroom components repairs/replacements (i.e. Hogue). This number was created based on previous years of purchasing.
 - 2) Create a “hot swap” by having items in stock.
 - 3) There’s a student need for it now. For example, replacing bulb projectors in classrooms with laser projectors (as they require less maintenance).
 - 4) Jami Beintema’s team would be able to install most of the equipment.
 - 5) Items would be prioritized by highest use.
- c) Inquiry related to funding
 - 1) S. Rajendran asked J. Klucking to clarify the allocation scope of money in the instructional technology pot; whether it is limited to, “classroom technology equipment in shared space only,” or “both department controlled spaces and shared spaces.” J. Klucking responded that the scope of the money is for both.

Action Item- Desktop Replacement Fund (formerly: Desktop Refresh)

- a) Trying to maintain 4-year standard, and they are prioritizing by tag number.
- b) This would not affect labs, and there would be restrictions and policies for eligibility.
- c) Server based office package was mentioned by a subcommittee member. This would be a thin-client contract, which could extend the life cycle of equipment.

Action Item- Instructional Equipment

- a) College of Arts and Humanities (CAH), College of Education and Professional Studies (CEPS), and College of the Sciences (COTS) proposals received.

Timeline for making Space and Equipment Budget Recommendations

Consideration of recommendations will take place December 14th, and the timeline for additional recommendations will occur on that date as well.

Action Item- Space and Equipment Budget Subcommittee Position

- a) Motion for Doug Ryder, University Facilities Planning Officer, to serve as the space expert of the Space and Equipment Budget Subcommittee. Sathy Rajendran moved to approve, seconded by Gregory Paveza. Motion carried and will be sent to the Budget Executive Committee.

Meeting adjourned at 8:56 a.m.

The next meeting is scheduled for December 14, 2017.