

Space & Equipment Budget Subcommittee
December 14, 2017
8:00 a.m. – 9:00 a.m.
Barge 304
MINUTES

Members Present: Bill Provaznik, Chris Timmons (representing Andreas Bohman), Doug Ryder, Gayla Stoner, Ginny Blackson (representing Greg Paveza), Levente Fabry-Asztalos, Sathy Rajendran, Tim Englund, Todd Shiver

Absent: Andreas Bohman, Greg Paveza, Joseph Han

AGENDA

Action Item- Approval of November 30, 2017 Minutes

S. Rajendran motioned to approve the November 30, 2017 minutes, L. Fabry-Asztalos seconded. Motion carried.

Informational Item- Scope of the Subcommittee's Responsibilities

G. Stoner reiterated what the subcommittee's responsibilities are, which includes:

- a. Advising on the use of instructional equipment and technology funds;
- b. Acting as broker for units wishing to give up or acquire academic space;
- c. Advising on the development of policies and procedures for the management of space; and
- d. Ensuring space data is accurate and reliable.

Informational Item- Proposal Process for Space Requests

Update D. Ryder's proposal process for space requests into today's context, as it is from a few years ago. Need to create guidelines for allocation of space, and discuss how it will affect the departments. Form a flow chart of authorization and submission, so the originator can track the proposal.

It was suggested by subcommittee members, that the proposals the Space and Equipment Budget Subcommittee reviews is brought forward from the Provost's Council.

D. Ryder, G. Stoner, and S. Rajendran volunteered to join a subcommittee for updating the proposal process for space requests.

Informational Item- Proposal Process for Instructional Equipment and Technology Funds

Action Item- Classroom Technology

Proposal for \$50,000 annually for maintenance and operations funding for AV classroom components repairs/replacements.

Action Item-Distance Education (DE) Phase II Upgrades

Proposal for \$50,000 for new standard equipment required in 9 classrooms for Phase II of DE upgrade project to be completed by end of Summer 2018.

Action Item- Desktop Replacement

Maintain 4-year standard by tag number.

Informational Item- Consider Timeline for Making Recommendations

Discuss a timeline for making recommendations.

Meeting adjourned at 9:00 a.m.

The next meeting is scheduled for January 5, 2018, 10:00 a.m.-12:00 p.m. in room 412 of Barge Hall.