

Space & Equipment Budget Subcommittee

AGENDA

Thursday, **December 14, 2017**

8:00– 9:00 a.m.

Barge 304

1. Review of Minutes – November 30, 2017
2. Scope of committee's responsibilities
  - a. Advises on use of instructional equipment & technology funds
  - b. Acts as broker for units wishing to give up or acquire academic space
  - c. Advises on the development of policies and procedures for the management of space
  - d. Ensures space data is accurate and reliable
3. Proposal process for space requests
4. Proposal process for instructional equipment & technology funds
5. Identified action items
  - a. Annual Maintenance & Operations Budget – Classroom Technology
    - i. Proposal – \$50k annual maintenance and operations funding for AV classroom components repairs/replacements.
  - b. Distance Education (DE) Phase II Upgrades – Standard Classroom Equipment
    - i. Proposal - \$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.
  - c. Desktop replacement
    - i. Maintain 4-year standard by tag number
6. Consider timeline for making recommendations
7. For the good of the order

**Next meeting: January 5, 2018, 10:00 a.m.-12:00 p.m., Barge Hall, RM 412**