

Space & Equipment Budget Subcommittee
Friday, January 5, 2018
10:00 a.m. – 12:00 p.m.
Barge 412
MINUTES

Ex-Officio Voting Member(s) Present: Andreas Bohman, Bill Provaznik, Gayla Stoner, Greg Paveza, Levente Fabry-Asztalos, Sathy Rajendran, Shane Scott, Tim Englund, Todd Shiver

Ex-Officio Non-Voting Member(s) Present: Doug Ryder, Academic Space Expert

Absent:

AGENDA

Action Item- Approval of December 14, 2017 Minutes

S. Rajendran motioned to approve the December 14, 2017 minutes, D. Ryder 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.

Action Item- Annual Maintenance and Operations Budget- Classroom Technology

The \$50,000 annual proposal for maintenance and operations funding, which includes AV classroom components repairs/replacements.

Motion to approve the proposal, Annual Maintenance and Operations Budget- Classroom Technology, with a modification and recommendation. The modification is that they are required to submit an end-of-year summary and it is only approved for FY 2018. The subcommittee recommended for next year, that the proposal go to Budget Allocations. D. Ryder moved to approve, and G. Paveza seconded. Motion carried, and will be sent to the Budget Executive Committee. A. Bohman abstained.

Action Item- Distance Education (DE) Phase II Upgrades- Standard Classroom Instructional Technology

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

Motion to approve the proposal, Distance Education (DE) Phase II Upgrades- Standard Classroom Equipment, with a modification and recommendation. The modification is that the funding be approved for \$41,000 instead of the original \$50,000. The recommendation is for

the proposal title to be partially renamed using Standard Classroom Electronic Technology. T. Englund moved to approve, and A. Bohman seconded. Motion carried, and will be sent to the Budget Executive Committee.

Informational Item- Desktop Replacement

Waiting for further direction from the Budget Executive Committee, therefore this has been put on hold.

Action Item- Defining Instructional Technology Fund and Instructional Equipment Fund

All members recommended to change some of the wording in the definitions/title of the Instructional Technology Fund and Instructional Equipment Fund for the next FY.

Instructional Technology Fund

- a. Recommended to be Renamed from: Instructional Technology Fund
Recommended to be Renamed to: Instructional Electronic Technology Fund
- b. Recommended for the Definition to be Changed from: This fund, currently proposed at \$500,000, will be established and spent in FY 2018 to address the backlog of aging instructional equipment (e.g. Crestron projectors in classrooms). The Academic Technology Advisory Council (ATAC) will submit a comprehensive, ranked list to the Provost's office.
Recommended for the Definition to be Changed to: This fund, currently proposed at \$500,000, will be established and spent in FY 2018 to address the end-of-life instructional electronic technology used for the purposes of teaching and learning, and classroom utilization (e.g. Creston projectors in classrooms). The Academic Technology Advisory Council (ATAC) will submit a comprehensive ranked list to the Provost's office.

Instructional Equipment Fund

- a. Expand the definition to include making current equipment functional.

Action Item- Instructional Equipment Fund

The College of Arts and Humanities (CAH), College of Education and Professional Studies (CEPS), and the College of the Sciences (COTS) submitted ranked equipment lists.

Motion to approve the funds be distributed by earned RCM percentage, with the condition that each line item will be vetted by the subcommittee. The College of Business did not submit a proposal. Therefore, it is recommended their share to be evenly distributed across the other proposals. A. Bohman moved to approve, and D. Ryder seconded. Motion carried, and will be sent to the Budget Executive Committee.

Informational Items- Continued Discussion at the Next Meeting

- a. Proposal process for space requests
- b. Proposal process for instructional equipment funds
- c. Proposal process for instructional technology

Meeting adjourned at 12:00 p.m.

Next Meeting: January 16th, 3:00–5:00 p.m., Barge 412