

Space & Equipment Budget Subcommittee
Monday, May 20, 2019
12:00 p.m. – 1:00 p.m.
Samuelson 118E
MINUTES

Ex-Officio Voting Member(s) Present: Gayla Stoner, Levente Fabry-Asztalos, Sathy Rajendran, Tim Englund

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

Absent: Andreas Bohman, Bill Provaznik, Shane Scott, Todd Shiver

Guests: Jami Beintema, Michael Marchand, Rod Venable, Sharon Jonassen

Presentation- Academic Technology and Media Services (ATMS)

J. Beintema, M. Marchand, and R. Venable presented on the following documents:

- ATAC Proposal MO Funding
- ATMS MO Funding and Classroom Upgrade Cost Report Feb 2019
- ATMS Science 5 Classroom Funding Request
- CWU Aging Equipment

J. Beintema is requesting \$156,152 to upgrade Shaw-Smyser rooms 214 and 215, Science rooms 101, 147, 201, 203, and 240, and \$5,848 to purchase spare projector bulbs and maintenance supplies. The overall request total is \$162,000.

ATMS would like to use the new standard of equipment for the Shaw upgrades rather than use the old equipment they recycled from Hertz. Also the Science rooms haven't been upgraded since 1998. Science rooms 142 and 216 were upgraded in collaboration with Multimodal as they were Distance Education rooms.

The rooms above were selected to be upgraded because of high utilization and problem tickets.

This request is being made as ATMS thought there was still funds available in the Instructional Technology fund.

Discussion – ATMS Presentation

Initially, there was \$250,000 allocated for Instructional Technology, and \$244, 972 of requests were approved. According to the records the subcommittee has, there is \$5,028 dollars left in the Instructional Technology fund. Although, S. Jonassen indicated that does not match the records of money actually spent from the Instructional Technology fund.

Jonassen asked if only \$9,983.51 was spent, shown in Beintema's *ATMS MO Funding and Classroom Upgrade Cost Report Feb 2019*, out of the \$154,000 that was originally requested by

ATMS and approved. Beintema stated that some items were posted to the Vice President of Business and Financial Affairs budget. Jonassen stated that she had already transferred those costs to the correct budget, therefore Jonassen asked if ATMS has bought anything else. ATMS responded and said they have not purchased anything else, so all they have spent is \$9,983.51 out of the approved \$154,000.

Currently, there is about \$159,000 left in the Instructional Technology fund (about \$32,000 spent in FY18 and about \$35,000 spent in FY19).

G. Stoner suggested that a small group should meet, and then bring their findings back to the subcommittee to try to track down the difference in fund amounts.

J. Beintema said Information Services is also working on creating project numbers for their projects (easier tracking). Also, ATMS had to surplus a lot of equipment due to the loss of storage in "old heat".

Action Item- Approval of January 11, 2019 Minutes

Will review minutes from and January 11, 2019 at the next Space and Equipment Budget Subcommittee meeting.

Informational Item- April 17th E-meeting

To be discussed at the next meeting.

Adjourned 12:58 p.m.