Present: Eileen Acker (Resource), Jim Arnold (Resource), Ron Krempetz, Arthur Lutz, Brian Quinn, Carol Scialli (Resource), Scott Serafin, David Snyder (Chair)

Absent: Paul da Silva, David Erlenheim, Jon Gudmundsson, Andy Haber

Agenda Review
- Agenda approved.

Approve Minutes
- Minutes of March 19 meeting approved.

Announcements
- No announcements.

2010-2011 Recommended Requests

Follow-up Re: Last 3 Purchase Orders (E. Acker)
- Mannequin request order form needed clarification. The order is for the Health Center (June Lee) not Health Sciences Department; will follow-up with J. Lee.
  - Comment: Is this an instructional item?
- Following up on other 2 items (software) and will work with J. Oyle to process.
- Working on piano benches for Performing Arts but order may not get processed as department is too busy to focus on right now.

IE Requests
- Academic Senate President sent Excel workbook with all requests sorted by Dean. Master list was first tab but was incomplete. One comprehensive master list would be helpful.
- Comment about role of faculty in this process given Deans and Chairs are ranking items. Faculty used to have direct input into committee by making a presentation to the IEC advocating for an item.
  - We are trying to include more faculty members this year by working with all Chairs.
  - Role of this committee is to send long lists back to divisions where they must rank their requests. Example: Dean of Arts & Humanities met with all of his divisions and asked them to decide their rankings together.
- Comment re: how to merge the different areas plus adjudicate.
  - If something is submitted by chairs and deans and committee questions, IEC could invite faculty to IEC if committee so deems.
Example re: Fine Arts (Photography) request. There were questions about the requests and Chair was unfamiliar with request. Chair was asked to speak with Photography instructor for more information. Instructor presented a good argument for request. This is an example of someone who could come to IEC to advocate for an item.

Committee agrees to invite individual faculty members where appropriate.

Review of Arts & Humanities Requests and Clarification

- **Dance**: Item for $498 lacks description which should be a DVD player for theatre.
- **Dance**: Thera-Bands etc. list of items will not be considered as these items are considered supplies ($200 or less).
- **English/Humanities** had two number 1’s.
  - Computers for classroom BC 101.
  - Monitors go with computers.
  - Request is underestimated.
  - Dean thinks computers may be covered by Bond. Committee could expand request or cover part.
  - BC 101 holds 35 seats used by various disciplines.
  - 10 more computers for English Writing Center.
  - Suggest these be bundled into one request.
- Ranked just (A) items except for two in Art, software requests for Photography because lacked sufficient information; could invite instructor to IEC re: $62,400 Adobe Photoshop licensing request.
  - Computers and software should be a college-wide expense and part of a technology plan. License renewal should be handled centrally as well.
  - Check with Multimedia Studies to see if we already have this license that might be shared.
- These requests came through Program Reviews which faculty members have option of doing. Task is not reserved solely for Chairs.
- In future, and was part of directions for Program Review, priority should be done on a ranking order 1, 2, 3 so better sense of importance.
- Simplify the task in terms of only ranking A’s because, even just looking at A’s, we will have about 50 items for IEC to merge.
- Big share of items is hardware and software that would be covered under technology. One of Dean of Math is 50 computers that might be funded under NAC.
- Is there an algorithm; formula; estimate so many dollars from each division.
  - Problem is some areas equipment heavy, yet division may be half the size of another division. How would you do it?
  - What % gone to divisions; historical trend.
  - Maybe could do this in future (what percent has gone to each division), an interesting question.
• Not functional for people to have to beg IEC for software. Committee could make recommendation about working with various departments about their technology requests.
• Committee agrees to rank (A) items. If have more funds, look at B items in future.

**Wrap Up/Assignments**
• Jim follow-up with Susan to rank her (A) requests.
• Carol will send both Susan’s and Nanda’s individual lists via e-mail.
• David will talk to Nanda to clarify task.
• Next week each Dean gets 15 minutes to present his/her list.
• Carol invite Susan and Nanda to next meeting to present their lists.

**Next Meeting**
• April 2