Present: Eileen Acker (Resource), Jim Arnold (Resource), Paul da Silva, David Erlenheim (Resource), Jon Gudmundsson, Andy Haber, Ron Krempetz, Arthur Lutz, Marshall Northcott (Resource), Brian Quinn, Carol Scialli (Resource), Scott Serafin, David Snyder (Chair)

Also Present: Susan Andrien, Debra Lewis, Ron Palmer

Agenda Review
   • Agenda approved.

Approve Minutes
   • Minutes of March 26 meeting approved.

Software Requests
   • Software requests have been recommended for funding in the past by the IEC, however, software may not be within this committee’s charge to review and recommend. In line with the committee’s charge, software may not fall within its purview.
   • Some considerations:
     o Equipment lasts a long time while software is like library books that must keep updated.
     o Can have seat licenses that serve two departments so coordinating purchases would be more efficient. Example: Nursing and Library requested ProQuest software that benefitted both, one purchase.
     o Adobe has new licensing so it’s a universal license.
     o IT manages Microsoft licenses centrally.
     o Adobe products are not managed centrally but looking into a site license.
     o Many licenses are yearly and not considered equipment because it doesn’t last; more like a supply or like a Library subscription.
     o Maybe software should be part of a Technology Plan. Handle with different process.
   • Suggest software is ongoing cost that is budgeted each year; maybe put into department budget. Exception is, for example, a $62,000 request; cannot expect that amount to be added to a department budget line.
   • Must integrate hardware, software, and services to keep it running. A coordinated process is direction in which we should go.

Comments:
   • Recommend revising committee’s charge to exclude software from coming under its purview.
   • Separate software out as long as another channel defends software.
• Note that some software is paired with hardware so must take into account.
• Some courses cannot run without software versus new computer with new software where class is probably already running. New computer requests with new software could come to IEC. Other classes should be funded through the general fund.
• Per M. Northcott: UNISOL is offering virtualization, a new technology that replaces current machinery with a 6-year payoff. Machine on desk with remote connection to another location for whatever application needed.

Committee recommends that software is not part of its charge. Software is generally not equipment according to state guidelines. Committee asks that PRAC determine how it wants the requests to be considered and funded this year and in the future.

IE Requests: Review Ranked Division Requests
• Deans and representatives will present their ranked requests.
• Suggest we look at Program Review details, like number of students served.

Director of Learning Resources, S. Andrien
• Kindle Touch is a supply so not under IEC purview.
• Library is asking for 30 computer replacements, number 1 request (15 are replacements and 15 are new.)
• Further review needed by S. Andrien and will bring back to committee.

Dean of Math & Sciences, J. Arnold
• BIOL, New Computers (50) for lab in new building, $42,508.53. Per M. Northcott, this is covered by Bond.
• BIOL, Microbiology equipment, $7,650 etc., to replace old stuff; can’t do without unless replaced; at heart of requests.
  o JA to break down list and put prices next to individual items.
• BIOL, Microscope Slide Specimens, $3,305. (This is a set.)
  o These are new request items that remain from this year’s PR that were never moved over to request for Modernization.) Science building requests were already vetted and can’t add new things into Bond requests.
• BIOL, Microscopes (2), $5,536. Have on Modernization list right now. These are probably (B) ranked items.
• CHEM, Graphing Calculators, $1,812; want to keep on radar because may not be covered; but these are supplies. These cost $120 each so these are supplies.
• PE, Upright Lifecycle (6), $14,552, rank number 6.

Director of Arts & Humanities
• English Writing Center, Computers (10), replacements, $6,000. (Estimate is low.)
• BC 101, Computers (30), replacements, all 5-6 years old, $21,000. (Estimate is low.) This classroom is a shared resource used by college at large.
• Computers and Monitors (45 total), estimate is closer to $50,000.
• Turnitin is software so remove from list.
• MUSIC, Public Address System for Concerts in Fine Arts Theater and FA 72, $1,080. Rank number 2 if not being currently purchased by Bond.
  o Room has built-in sound system. Is this needed?
  o D. Snyder will follow-up.
• DANCE, Thera-Bands, etc., aggregated items, $1,387.20, is supplies, so remove from list.
• SPEECH, Computers (2), HC 171 and HC 173, $2,120 for smart classroom, rank number 3.
• PERFORMING ARTS, DVD player, theatre, $498, rank number 4.

Comment:
• If new computers are recommended must think about who will cover software; not covered by Bond.
• Media Services is instructional equipment but moved under IT so moved out of IEC. Request that Media Services Program Review fall under instructional Program Reviews.
• College will fund 100 PCs for labs at no cost to departments.

Committee recommends that, in future, Media Services be included in same timeline for Program Review as other programs with instructional equipment requests.

Chair of Career Education, R. Palmer
• BIS, Printer, $2,762.
• ACRT, Build A Bay Storage Cabinet, $10,900. This is not IE.
• MEDA, Injection Training Pads (10), $1,140; may be supplies but health & safety related.
• MEDA, Intramuscular Injection Model, Lower Extremities, $4,251.
• MEDA, Intramuscular Injection Model, Upper Extremities, $5,390.
• MEDA, Intradermal Injection Simulators (4), $910.
• ELEC, Renewable Energy Supplies, Motor Kit, Thermal Kit, Wind Kit, for mock experiments in class. R. Palmer will get clarification.
• ACRT, Elite Power System, etc., $14,437.50. Clarification needed. (Purchase separately? Supplies?)
• AUTO, Scan Tool, add on for existing piece of equipment, $765.78.
• ACRT, Stake Table & Stakes, $3,240, for metal fabrication.

M. Northcott re: Computer Requests
College is funding 100 Computers; asks that committee rank so first 100 serve most critical needs of group. (Re: UNISOL pilot)
• Library, 15
• BC 101, 35
• English Writing Center, 10
• Science Labs, 50

Committee recommends ranking in following order:
INSTRUCTIONAL EQUIPMENT COMMITTEE

- Science
- BC 101
- English Writing Center
- Library

Wrap Up/Assignments
- If seat licenses needed, let Marshall know.
- R. Palmer, J. Arnold, D. Snyder will return with clarification re: items.
- S. Andrien will submit her rankings.

Next Meeting
- April 16.