INSTRUCTIONAL EQUIPMENT COMMITTEE

IEC MEETING
MARCH 24, 2014
MINUTES

Present: Eileen Acker (Resource), Rebecca Beal, Patrick Ekoue-Totou (Resource), Arthur Lutz, Jon Gudmundsson, Andy Haber, Ron Krempetz, David Snyder (Chair), Joe Mueller, Ron Palmer

Absent: Dianne Faw (Resource)

Agenda
- Agenda approved.

Approve Minutes
- Minutes of March 17th 2014 meeting approved.
- Eileen taking minutes this week.

Announcements
- Determined that Patrick is not a voting committee member by looking at a copy of the Governance Committee Handbook.
- David will email Greg Nelson and Sara and Cari to ask about the $75,000 fund and if this is just for Instructional Equipment or does that figure include the software requests, and he will also ask about Patrick and further determine if he can be approved as the 2nd voting administrator on the committee.
- Discussed Jon’s simplified version of the rubric: ask Dianne to make up a checklist of this version to pass out, and add health and safety.
- How much the program received in the past is an important discussion topic but will be considered separately from the updated rubric.

Arts & Humanities Presentation
- David reviewed the items requested in his divisions.
- English has two overlapping requests (smart classrooms) and they are more of a facilities request so that is why they were ranked with a zero. David will talk to the English Faculty, particularly Ali Klinger and Ingrid Kelly to update them on the two new smart classroom coming to the NAC and already available in SMN 132, FA 315. Who wants what is an important question. Does the college want to move in this high tech direction, and what will the design look like, so all subjects and students from other departments will use these classrooms to the benefit of all.
- The cyclorama light and lenses should have been purchased previously by the Bond monies. This is a very important request in David’s area as upgrading and replacing this lighting system will pay for itself in 3 years due to the energy efficiency of getting LED lights instead of the outdated old bulbs that constantly need replacing, and have been in this system since the 1960’s.
• The laptop requested in Drama (Toshiba) is not appropriate for COM and so Patrick will work with Drama to find an appropriate laptop if funded.
• The replacement shelving for the darkroom was deemed to be a supply request. Ask Dianne to please remove it from the master list.
• Table saw guard and dust collector. These are in need of updating to the best state of the art upgrades. Patrick asked David to consider bringing these health and safety requests to the top of his list. David said that as a committee we can discuss this as a valid concern.

**Music Library**
• Music Library is moving to Kentfield Library. Eventually 6 iMacs should be installed as they move through the Program Review process.

**Wrap Up**
• David will follow up with Patrick’s role on the committee.
• David notified Nanda regarding camera request in MMST and Nanda will be prepared to answer next week.
• Eileen contacted David Erlenheim to ask whether Apple iPad Air and Panasonic projector replacement lamps (bulbs) qualify as Instructional Equipment. The answer was that the iPad was equipment, but please ask Dianne to remove the bulbs in MMST area as they are supplies.
• David will clarify with Laura M. about the 60 K in the kitty for funding the lights in Drama.
• Follow up with Dianne and see if she contacted Arnulfo regarding the student resources on the committee.
• Andy will bring a projector to the next meeting. We will look at finding out the number of students that will be served per request.

**Next Meeting/Agenda Topics**
• Next meeting is March 31st.
• Follow up on/review tasks agreed to during March 24th meeting (see Wrap Up, above)
• March 31, Terry Gesulga for Nursing- items have been funded, remove from list. Nanda Schorske for Workforce Development will come present.