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

Agenda
- Agenda approved.

Approve Minutes
- Minutes of April 21, 2014 meeting approved.

Announcements
- No requests for appeals were made prior to the meeting. Drama requested an appeal via Ron Krempetz on the spot.

Appeal
Ron Krempetz for Drama
- Lisa in Drama feels the Viking Sapphire Sewing Machine is the most important machine needed for the department. The lighting is for all three departments (Drama, Dance and Performing Arts). She would like to see if it could be moved up. Everyone is taking sewing home to work on their home machines.
  - David: Lisa was in the meeting and it was determined that the lights would be the first item.
  - Joe: Every group has a right to move one up and that negatively affects the whole process.
  - David: Omit Item #3 (S4 Cyclorama Lights and Lenses) from list. It will be funded by Modernization. All of David's items bump up one step in rank.
  - Arthur: Suggests moving Item #15 up to Item #3 on list, on basis of need.
  - Joe: We need to follow process. The same argument can be made for microscopes.
  - Ron Palmer: Items have to be submitted each year and items are re-ranked each year. Case has to be made every year. Item may not be highest priority in next year.
  - Ron Krempetz: Very happy to have rank of Sewing Machine changed, and I did what I was asked to do.
  - Arthur: Withdraw suggestion.
Review and Discuss Recommendation to PRAC

- Patrick: Is there a rule around departments asking for items that cost a lot of money? This committee needs to look at the impact of items and consider funding fewer less-expensive items, or putting cap on how high the requests can be.
  - David: It would be interesting for information to have researcher make a chart to show how much each division receives in funding based on Instructional Equipment requests that were approved and go back a couple of years. Some departments have greater equipment needs than others.
  - Ron Palmer: Maybe there are other avenues to be explored for big ticket items. We should look at allocation of funds.
  - Patrick: Maybe we can look at maximum that we can fund from this committee. Go somewhere else to have big items funded.
  - David: There isn’t another pot of money. We could fund part of requests. Next year we will have more money.

- David: Let’s approve this list as amended. (see Wrap Up)

Wrap Up

- David will draft a memo to PRAC that requests:
  - Items through level 2 of the ranking be funded through State Instructional Equipment allocations and $15,000 remaining for the lights from Modernization Funds.
  - Suggest that President double the money and fund items through level 3, and anything else he wants generously wants to find support for further down the list.
- Memo will also have resolution (redoing memo from last year) requested work surfaces in Auto Tech be addressed.
  - That the request for 5 smart classrooms for English be reviewed by district
  - That all purchases be up to IT standards/go through screening from IT
- Service Agreements issue being addressed by M&O, don’t need memo
- David will send email to Laura McCarty to assure funds for lighting are coming.
- Dianne will update spreadsheet

Next Meeting/Agenda Topics

- Next meeting is May 5, 2014.
- Finalize draft of memo to PRAC with recommendations from Instructional Equipment Committee.