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Date: December 7, 2015

To: Barry A. Russell, Ph.D.
President

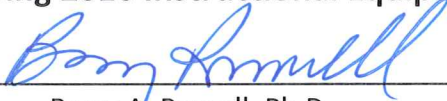
Re: **Spring 2016 Instructional Equipment Request Process Recommendation**

The Resource Allocation Committee (RAC) met December 3, 2015 to review the 33 Instructional Equipment Requests (IERs) that were submitted this fall. In my December 7, 2015 "**Fall 2015 Instructional Equipment Requests Recommendation**" memo to you, I indicated that approximately \$538,000 is being recommended for your approval. This would leave a remaining balance of approximately \$150,000 for State instructional equipment for 2015-2016.


After much deliberation by the Committee members on the remaining IER funds for 2015-2016, the Committee would like to recommend:

1. The funds be allocated to the Divisions as follows:
 - a. ALSS, BSBA, and STEMPS each receive \$37,500 for IERs,
 - b. Enrollment Services and Student Services each receive \$18,750 for IERs;
2. Each Division will administer its own IER submission, vetting, and ranking process adhering to the already established RAC IER guidelines;
3. All IERs will be reviewed by Administrative Services to meet the strict State Instructional Equipment definition.

Spring 2016 Instructional Equipment Process Approval:



Barry A. Russell, Ph.D.
President



Date