




April 4, 2019

To: Titian Lish, Chairperson, Resource Allocation Committee

From: Roanna Bennie, Interim President 

Subject: **RAC Spring 2019 Instructional Equipment Summary** *(updated)*

The Instructional Equipment requests received in the fall were reviewed, ranked, and are in the purchasing process at this time. There were 44 requests received by the deadline, and 42 were ranked. The two unranked items were #20, a shipping container request for storage and #22, a “Go Print” station for the tutorial center. Storage is part of a larger conversation because there is significant need across the campus and the issue is being looked at campus-wide. The Go Print stations are managed by IT, so that request will land there.

Two ranked, but unfunded, items are #19 software subscriptions for students (inappropriate for RAC funding sources) and #24 rolling cabinet and set of classroom laptops. This item was reviewed by Exec. Staff in consultation with Campus Security and the District Director of M&O; it was put on hold because of security concerns that include both building security and classroom oversight security.

The following four IE requests were received in Fall 2018 and put on hold for various reasons:

- #9 Piano – on hold until the climate control problem is resolved
- #28 Snap On Automotive Scanner Diagnostics Certification Kit (space limitations)
- #30 Snap On Precision Electrical Termination Certification Module (space limitations)
- #32 EMS Ambulance (withdrawn at this time by the requestor)

The reasons for the hold for three of the requests have been resolved; therefore, Requests #28, 30, and 32 will be included in the queue for Spring funding.

There is further information on any of the items noted above, if desired.

Although all items are in the purchasing process, if there are additional costs associated with the equipment, there is likely to be a delay in use or installation. That concern can be addressed by the Dean working with M&O, IT or other affected areas.

Please feel free to contact me with any questions.