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Date: December 7, 2015

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

Re: **Fall 2015 Instructional Equipment Requests Recommendation**


The Resource Allocation Committee (RAC) met December 3, 2015 to review the 33 Instructional Equipment Requests (IERs) that were submitted this fall. The Fall 2015 Ranked Instructional Equipment List is attached. Please note:

1. All IERs were vetted through the Divisions and Deans;
2. All IERs were reviewed by Administrative Services to meet the strict State Instructional Equipment definition;
3. RAC reviewed and ranked all requests based on a predefined IER Rubric;
4. Funds exist to purchase all items requested;
5. State Instructional Equipment funds allocated in 2015-2016 can be spent in a two-year time period; however, the State highly encourages spending the funds in the first year.

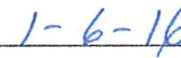
The Committee recommends that you approve the purchase of all 33 requests. The total dollar amount for your approval of the 33^{*} requests is approximately \$538,000.

RAC approved the purchase of all 33 requests. The Committee expressed concern that the quality of Instructional Equipment Request (IER) Fall-01 for Dessicators was not comparable to other requests submitted. However, it is important that the students have access to the equipment. The Committee will be stressing the importance of quality requests in the future and encouraging requesters to consult the IER Rubric when writing requests.

Fall 2015 Instructional Equipment Approval:



Barry A. Russell, Ph.D.
President



Date

** hold two items noted
on attachment*

Attachment:
Fall 2015 Ranked Instructional Equipment Request List

**Resource Allocation Committee
Instructional Equipment Request Rankings
Fall 2015
RUBRIC-BASED RANKINGS**

Item Request #	Rubric-Based Ranking	RANKING CALCULATED BASED ON RUBRIC TOTAL			Rubric Total (350 pts max)	Average	Subtotal	Tax	Shipping-Installation	Total Cost
		Item Description	Division							
Fall-02	1	Microscopes and Cameras	STEMPS		326	32.6	59,485.32	5,651.11	260.00	65,396.43
Fall-33	2	Biology Freezer	STEMPS		319	31.9	7,626.20	724.49		8,350.69
Fall-11	3	Photography Equipment	ALSS		299	29.9	8,128.25	772.18		8,900.43
Fall-04	4	Snap On Torque Certification Kit	STEMPS		294	29.4	49,626.75	4,714.54		54,341.29
Fall-10	4	Boston Upright Pianos	ALSS		294	29.4	45,600.00	4,332.00	1,770.00	51,702.00
Fall-05	6	Physics Equipment	STEMPS		292	29.2	25,062.82	2,380.97		27,443.79
Fall-27	6	Water Polo Timing System/Nets/Lines	BSBA		292	29.2	7,673.48	728.98	214.15	8,616.61
Fall-06	8	Microscope	STEMPS		289	28.9	22,082.00	2,097.79		24,179.79
Fall-25	9	Portable Basketball System	BSBA		288	28.8	28,433.00	2,701.14	0.00	31,134.14
Fall-29	10	Braun In-Row Vine Hoe	BSBA		287	28.7	7,950.00	755.25	1,200.00	9,905.25
Fall-08	11	Vertex 360 Welding Simulator	STEMPS		285	28.5	48,350.00	4,593.25		52,943.25
Fall-30	11	Dormier Vineyard Disc	BSBA		285	28.5	7,879.00	748.51	100.00	8,727.51
Fall-31	13	Barrel Topping System	BSBA		284	28.4	402.48	38.24		440.72
Fall-21	14	CD/DVD Browsing Boxes	ALSS		283	28.3	8,704.00	826.88		9,530.88
Fall-28	15	Wilson Solution Men's Basketballs	BSBA		282	28.2	714.35	67.86	64.30	846.51
Fall-09	16	Intro to Archaeology Field Equipment	ALSS		279	27.9	3,179.45	302.05	64.76	3,546.26
Fall-14	17	Costume Reference Books	ALSS		278	27.8	122.08	11.60	3.99	137.67
Fall-19	17	Whiteboards for Library	ALSS		278	27.8	1,229.98	116.85	69.99	1,416.82
Fall-26	17	Volleyball Nets	BSBA		278	27.8	822.00	78.09	115.00	1,015.09
Fall-22	20	Keiser Spin Bikes	BSBA		267	26.7	30,836.75	2,929.49	2,500.00	36,266.24
Fall-07	21	Welding Code Books	STEMPS		261	26.1	1,919.00	182.31	50.00	2,151.31

Resource Allocation Committee
 Instructional Equipment Request Rankings
 Fall 2015
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		Item Description	Division	Rubric Total (350 pts max)					
Fall-03	22	B. 1800 Whiteboard Replacement	STEMPS	254	25.4	60,000.00	5,700.00	15,000.00	80,700.00 *
Fall-23	22	Recumbant Cycles	BSBA	254	25.4	5,817.14	552.63	450.00	6,819.77
Fall-18	24	Enhance Students Study Room	ALSS	252	25.2	4,230.86	401.93		4,632.79
Fall-12	25	Touch Screen Monitor	ALSS	251	25.1	1,793.99	170.43		1,964.42
Fall-16	26	Male Dress Form	ALSS	249	24.9	195.00	18.53		213.53
Fall-13	27	Two Way Radios	ALSS	247	24.7	504.24	47.90		552.14
Fall-20	28	Enhance Library Classroom	ALSS	243	24.3	1,921.46	182.54	0.00	2,104.00
Fall-24	28	Ice Machines	BSBA	243	24.3	7,692.00	730.74		8,422.74
Fall-15	30	Gravity Iron	ALSS	241	24.1	245.99	23.37		269.36
Fall-17	31	Large Format Printer	ALSS	237	23.7	3,908.61	371.32		4,279.93
Fall-01	32	Dessicators	STEMPS	204	20.4	1,064.40	101.12	200.00	1,365.52
Fall-32	33	Shade Covering	BSBA	184	18.4	17,732.00	1,684.54		19,416.54 *
TOTALS						\$470,932.60	\$44,738.60	\$22,062.19	\$537,733.39

* hold these two items for further discussion and implementation plan