



Equipment Prioritization Meeting

Minutes for Friday, December 6, 2019

12:00 p.m. to 3:00 p.m.

Cravens Student Services Center – Multipurpose Room

Meeting Participants

Committee Members Present

Amanda Phillips, Annebelle Nery, Carlos Maldonado (alt. for Jeff Baker), Courtney Doussett, Doug Benoit, Ed Reed, George Brown, John Ramont, John White (alt. for Joel Kinnamon), Kim Dozier, Linda Emerson (alt. for Donna Greene), Lisa Kinsey, Maria Avalos (alt. for Donna Greene), Maria Elena Diaz, Mark Zacovic, Michael Gayle, Pablo Romero (alt. for Felix Marhuenda-Donate), Pamela Stegeman, Richard Burns (alt. for Robert Rosteck), Sai Vang (Dean alt.), Sara Butler, Sarah Fry, Scott Ventura, Steve Holman,

Committee Members Not Present

Anthony Fesmire, Daniel Kleinfelter, John Learned, Lisa McFadden, Oceana Collins, Reid Sagara, Ty Thomas, Wendy Ansley

Guests

Daniel Martinez

Recorder

Jeff Larson

Meeting Minutes

1. Call to Order

- The meeting was called to order at 12:15 p.m. Quorum was present

2. Process

- Annebelle Nery reviewed the Equipment Prioritization process, as outlined in the current College Planning Council Handbook.
- She explained the process used to create the High Priority lists of requests for Instructional Equipment and Non-instructional Equipment/Technology.
- Scoring will be conducted by SurveyMonkey. The highest score is 5; the lowest is 1. Requests can be scored 5, 4, 3, 2, or 1.
- Members had time to review PEP-Ups and PRUs from those departments who submitted equipment requests.
- Updates to requests:

- The amount for the EMT request for CAE Ares Simulation is \$25,000 instead of \$200,000.
- The quantity for the Art kilns is three. The per-unit amount is \$25,326.
- Basic Peace Officer Training purchased the “handie talkie” radio system and smoke machine using Strong Workforce funds. These items were removed from the Instructional Equipment list.
- Registered Nursing already received their inventory system. It was removed from the Non-instructional Equipment list.
- Fire Technology’s request for four Surface Pro computers can be removed from the Non-instructional Equipment list.

3. Area Presentations

- Applied Sciences and Business
 - Presented by Scott Ventura, George Brown, and Doug Benoit
- Health Sciences and Education
 - Presented by Sarah Fry
- Mathematics and Sciences
 - Presented by Richard Burns
- Social Sciences and Arts
 - Presented by Sara Butler
- Administrative Services
 - Presented by John Ramont

4. Vote using SurveyMonkey

- The link to the SurveyMonkey voting tool was emailed to the voting members present at the meeting. Members submitted their votes electronically.

5. Review Prioritized Results

- Members reviewed the results on-screen and discussed them.

6. Closing Comments

- The non-instructional request from Air Conditioning for HVAC-Solar training equipment for the new Solar/HVAC Certificate was moved to the instructional requests lists, and placed as the #9 item based on its score.
- Equipment Prioritization will take place again on Friday, May 1, 2020, with the same committee members.

7. Adjournment

- The meeting adjourned at 2:11 p.m.

Next Meeting

Equipment Prioritization
Friday, May 1, 2020
12:00 p.m. to 3:00 p.m.
Location TBA