



Instructional Equipment and Library Materials (IELM) Committee Meeting Minutes

February 7, 2018

3:30-5:00 p.m., Room T-750

Co-Chairs: Denise Richardson, Fred Bourgoin

Committee Members: Paul Bolick, Kim Bretz, Doug Bruce, Stephen Corlett, Autumn Sullivan

Guest(s): n/a

Present: Paul Bolick, Fred Bourgoin, Kim Bretz, Stephen Corlett, Denise Richardson, Autumn Sullivan

Absent: Doug Bruce

Note taker: Autumn Sullivan

I. STANDING ITEMS

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	INFORMATION/FOLLOW-UP ACTION
a. Call to Order	Richardson	Identify note taker for the meeting.	<ul style="list-style-type: none">Meeting called to order at 3:38 pm.
b. Adoption of Agenda	Bourgoin	Adopt the agenda as distributed.	<ul style="list-style-type: none">Agenda adopted unanimously.

II. NEW ITEMS

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	INFORMATION/ACTION/FOLLOW-UP
a. IELM vs. Technology requests	Richardson	Review Technology/IELM classification of requests.	<ul style="list-style-type: none">IELM received numerous technology requests (some departments submitted old IELM forms prior to form change).Committee members decide to grant

			funding to items clearly within IELM parameters; may consider technology requests if there are leftover funds.
b. Discuss ratings and rank requests	Bourgoin	Compile and discuss individual ratings. Finalize totals.	<ul style="list-style-type: none"> • 13 Departments sent requests. • Discussion around what qualifies for IELM funding. Equipment must be for student use. • Discussion around Culinary Department's requests. Members suggest that some of Culinary's needs are significant enough to qualify as capital projects and may be beyond scope of IELM. • Ratings, totals, department allocations finalized. • See attached memo.
c. Next steps	Richardson	Review the next steps in the process.	<ul style="list-style-type: none"> • Department Deans and Chairs will be notified of their allotments. (Discussion to send those that did not receive IELM funding, feedback, and will be encouraged to apply next year.)

III. ADJOURNEMENT

Meeting adjourned at 5:18pm.



Laney College ▪ 900 Fallon Street ▪ Oakland, CA 94607 ▪ (510) 834-5740

DATE: February 12, 2018

TO: President Tammeil Gilkerson

FROM: IELM Co-Chairs (Denise Richardson, Fred Bourgoïn)

RE: Prioritized IELM list

The Instructional Equipment and Library Materials (IELM) Committee met on Wednesday, February 7, 2018. Having rated each item according to the agreed-upon criteria and deliberated, we recommend that the attached list of items be funded.

Our Process

Our process for prioritizing the 46 requests we received (Form B of APUs) was as follows:

1. Each available member of the IELM Committee individually rated all requests according to the four criteria included in Form B:
 - Health or Safety / ADA / Legal Mandate
 - Urgency of Need — Program Function / Impact
 - Impact on Students: Access, Success, # Impacted
 - Viability of Program

The resulting list was sorted per average score.

2. Some items were removed from the list because they were already funded in 2016-17, were not IELM requests, were missing essential information, or were funded by other means prior to the Committee meeting.
3. Some requests were only partially funded because they were too substantial given the limited IELM funds allocated this year.
 - Biology: The Committee recognized the long-standing need for these maintenance contracts (and the Dept's request year after year), but we could not justify awarding 41% of the total funds to one single request.
 - Culinary Arts: Having reduced the funds awarded to the Biology Dept, we decided not to exceed \$60,000 per request.
 - Library and Media: In order to partially fund the Media request, we split the remainder of the funds. While we recognize the Library's needs, it has access to funds other Departments do not and had already been awarded a percentage of the available IELM funds, so we worked to distribute the funds as equitably as possible among the selected departments.
4. The list was then cut off when the running total reached \$283,019—the IELM allocation for 2017-18.

Issues & Feedback

In evaluating the requests, we came across several issues about which we will provide feedback to the appropriate Department Chairs. The most common problems were: not using the current version of Form B; not including tax and shipping; not indicating costs at all; requesting items for which IELM funds cannot be used, per the State's guidelines; and poor (or non-existent) justifications. We reached out to the concerned Department Chairs for clarification prior to our prioritizing, but not all responded.

Next Steps

Whether you accept our recommended list or decide to amend it, we recommend that the College Council, Deans, and Department Chairs be informed of the final decision. Should you amend the list in any way, we further request that you provide the IELM Committee with a short written justification in the interest of transparency. All documents will be published on the IELM Committee's webpage.

Prioritized IELM Requests 2017-18

February 12, 2018

Funded Requests

<i>Dept</i>	<i>Priority</i>	<i>Item Name/Description</i>	<i>Avg. Rating</i>	<i>Cost (est.)</i>	<i>Funded</i>	<i>Running Total</i>	<i>Notes</i>
KIN	4	Football Helmet (30)	12.5	\$15,396.19	\$15,396.19	\$15,396.19	
BIOL	3	Autoclave (2)	11.3	\$116,335.00	\$58,167.50	\$73,563.69	One autoclave funded
BIOL	3	Autoclave Service Contract	10.3	\$11,390.95	\$11,390.95	\$84,954.64	
CULIN	4	Maintenance contract, refrigerators (2), etc.	10.0	\$86,600.00	\$60,000.00	\$144,954.64	Small wares, rack washer, deep fryers (2)
BIOL	3	Microscope Service Contracts	9.8	\$5,487.50	\$5,487.50	\$150,442.14	
KIN	4	Football Stadium Sound System	9.8	\$22,990.00	\$22,990.00	\$173,432.14	
CHEM	3	Digital Vacuum Gauge (2)	9.5	\$1,180.61	\$1,180.61	\$174,612.75	
ENGIN	4	Muffle Furnace	9.3	\$1,242.63	\$1,242.63	\$175,855.38	
ENGIN	3	Rolling Mill	9.0	\$230.00	\$230.00	\$176,085.38	
KIN	4	Timing Touchpad (10)	9.0	\$9,230.00	\$9,230.00	\$185,315.38	
ENGIN	3	Compression platens	8.8	\$2,000.00	\$2,000.00	\$187,315.38	
KIN	4	Movable guard chair + umbrella	8.8	\$4,516.83	\$4,516.83	\$191,832.21	
KIN	4	Football Training Equipment	8.8	\$6,012.40	\$6,012.40	\$197,844.61	
MUSIC	3	Musical instruments for G.W. Youth Orch.	8.8	\$10,932.00	\$10,932.00	\$208,776.61	
ENGIN	3	Rockwell Hardness Tester	8.5	\$1,517.00	\$1,517.00	\$210,293.61	
ENGIN	2	Jominy End Quenching Tanks	8.5	\$1,473.10	\$1,473.10	\$211,766.71	
LIB	4	Library Materials	8.3	\$60,000.00	\$30,000.00	\$241,766.71	Original \$185K request amended to \$60K
ART		American French Tool (Floor Model Press)	8.0	\$16,848.49	\$16,848.49	\$258,615.20	
MEDIA	4	Tripods, memory cards, etc.	7.5	\$63,596.00	\$24,400.00	\$283,015.20	

Total available funds: \$283,019.00

Unfunded Requests

<i>Dept</i>	<i>Priority</i>	<i>Item Name/Description</i>	<i>Avg. Rating</i>	<i>Cost (est.)</i>	<i>Funded</i>	<i>Running Total</i>	<i>Notes</i>
EET		Devices for var. labs (24) + calibr. tools (12)	7.3	\$27,837.50			
COUN	4	Fax machine + printers (3) + iPads (2) + etc.	6.5	\$2,940.00			Partly Technology request
KIN	2	Apple iPads (40)	6.5	\$21,906.10			
LIB	4	Laptop Vending Machine	6.0	\$60,000.00			
LIB	4	Laptop Depot Towers (2)	5.8	\$4,225.00			

Already Funded in 2016-17 (per IELM Committee records)

LIB	4	HDTV/DVD for Listening & Viewing Ctr (3)	7.0	\$493.88	
ESOL	4	Chromebooks (30), charging cart (1)	6.0	\$5,747.28	
LIB	4	Portable Document Camera	5.3	\$521.31	
LIB	4	PA System	4.8	\$2,620.83	

Non-IELM Requests

CULIN	4	Install. of 4 new baking ovens & proof boxes	13.8	\$50,000.00	Contact Facilities Planning Cmte.
CULIN	4	Installation of 2 new bistro doors	11.0	\$2,000.00	Contact Facilities Planning Cmte.
DANCE	3.5	Laptop + DVD burner	6.8		No cost provided / Tech request
KIN	4	Video Score Board	6.3	\$250,000.00	Technology request
KIN	4	Smart Board + 70" Monitor	6.3	\$20,500.00	Technology request
KIN	2	PC or 21.5" iMac	5.5	\$5,802.61	Technology request
LIB	4	Staff Chairs (25)	5.5	\$21,950.00	Not IELM
LIB	4	Office High Chairs (4)	5.3	\$1,756.00	Not IELM
LIB	4	Digital Television	5.0	\$1,097.50	Technology request

Other Unfunded Requests

CULIN	4	Roll-in reach-in refrigerator (4)	10.8		No cost provided
CULIN	4	Thermocouple replacem. in bistro ovens (6)	10.0		No cost provided
LIB	4	Study Chairs with Tables (50)	8.8	\$54,875.00	Other funds identified
LIB	4	Study tables (100)	8.3	\$32,925.00	Other funds identified
LIB	4	Collaborative Tables (15)	8.0	\$8,069.00	Other funds identified