

Academics Equipment Allocation Process, Guidelines¹

Participants

The following staff (participants) will be responsible for soliciting, screening, prioritizing, and presenting equipment requests for Academics: Media Services Manager, Sciences Operations Manager, Performing and Media Arts Manager, CAL Manager, and the Assistant to the Director of the Tacoma campus.

Time frame

Equipment allocation decisions are made at the beginning of each new fiscal year: in early summer (for Critical Needs) and late summer for Priority Needs and are only made once a year. Equipment requests must be made in two categories:

- 1) Critical Needs: Equipment that is *essential* to the delivery of the curriculum in the upcoming Fall Quarter i.e., without said equipment, we would be unable to deliver the program(s) listed in the college catalog OR equipment that is *necessary* to protect the health and safety of our community members.
- 2) Priority Needs: A prioritized list of equipment requests for the year.

In order to prepare for the allocation decisions, staff participants should compile prioritized equipment lists during Spring quarter, after the deadline for Fall quarter program Space & Budget Packets.

Criteria: The three Academics Budget Coordinators (Associate VP for Academic Budget, Library Dean, Budget Dean) will use the following criteria in making their recommendations:

- Congruence with the work of the Academic Growth DT i.e., supports their hiring priorities, areas of curricular emphasis, niches, college mission
- Congruence with Capital Plans for construction priorities
- Necessary for newly hired faculty to do their work
- Likelihood that the equipment could be funded from grants or private fund raising efforts
- Necessary to support curricular activities with a strong history of support from the college
- Supports programs with high student demand and/or potential to attract new enrollments
- Cost/benefit of the proposed equipment/activity
- Good fit between equipment request and faculty/staff/space resources
- Ongoing maintenance costs/cost Avoidance
- Supports the College Strategic Plan
- Simplifies staff support
- Strengthens interdisciplinary teaching

Process

The Academic Budget Dean will initiate calls (facilitated by designated area managers – “participants”) for equipment lists, prioritized by the faculty in each area, by the eighth week of Spring quarter. Participants will be expected to consult with the appropriate faculty and planning units in formulating their equipment lists. History tells us there will be a huge gap between the request lists and the available funds (last biennium: \$1,273,320 in requests for \$400,000 in available funds). In order to make this a more educational process, participants will be expected to bring to the meeting:

1. A clear articulation of the equipment requested, the impact on the curriculum (justification), the acquisition cost, and assurance that we have the necessary faculty and staff to support the equipment. Please use the attached spreadsheet to compile this information.
2. Each participant will be given a specified amount of time to demonstrate- and educate- the other participants as to the nature of the request and the benefits to the students, faculty, and curriculum. They

¹ Does not include “big ticket items. For Academics, this would items >(\$124,000).

may do this in any fashion they wish e.g., demonstrations, visuals, walking tours of facilities, etc. to make the case.

3. The budget coordinators will openly review, question, and discuss the proposed equipment lists (using the criteria shown above) and develop a preliminary list that meets the actual budgeted amount available.
4. The participants will then have a final opportunity to discuss the preliminary list. The Budget Coordinators will forward their final recommendations to the Provost who makes the final decision.

Budget

At the beginning of each year, prior to allocating any equipment money, 5% will be put aside for distribution as “contingency” funds. This money will be allocated between the areas each year in the same proportion as the final equipment allocation. This money will not be designated for specific equipment but will represent a buffer that can be used at the discretion of the managers when emergency repairs, replacements, or purchases arise during the year.