BUDGET & FACILITIES COMMITTEE
April 30, 2019
(MH 102, Battle Mountain, Pahrump)
Present: Norm Whittaker, Tony Cortez, Jill Chambliss, Robert Hannu;
Excused: Sharon Sutherland, Jeannie Bailey, Danny Gonzales;
Absent: Dwaine Hiles, John Rice

Minutes:

I.   Review of Budget and Facilities Committee Policies
        The group discussed the revisions to the guidelines document developed in the fall and a decision was made to resubmit the document for approval by Faculty Senate

II.   Discussion of Equipment Request submission process
        The Committee Chair reported that there had been some sort of problem with the Science Department equipment requests in the fall that had kept them from showing up on the website. For the upcoming fall equipment submissions, the committee chair should ensure that Frank Sawyer opens up the web submission form in September and that a notification is send to department chairs at that time.
        There was also discussion of replacing the computer lab chairs in Battle Mountain with surplus chairs from Elko. Battle Mountain will also request replacement computer tables in the Fall 2019 equipment request cycle.

III.   Update on Digital Signage project
        Bob Hannu reported that the new signage system is up and running in Ely, Pahrump, and Winnemucca as well as on the Leonard Center monitors. Members of the B&F committee are invited to offer input related to the placement of the other monitors on the Elko campus. CTE will discuss this and how their individual departments can program content on their building monitors at their upcoming meeting on Friday, May 3.