A University Equipment Allocation Process was developed by the Budget Work Group and approved by the President in December 2002.

The Institutional Projects list is developed from a prioritized divisional list, submitted to the Budget Work Group. The Equipment Allocation Process was defined to include capital assets (those worth $5,000 or more and have a life of 3 years or more). Criteria to be used in prioritizing: high technology, instructional equipment and classroom furniture, higher priority assigned to projects supported in part by matching funds, involving an institutional partnership among colleges or divisions, and having a broad institutional impact.

Based on these criteria and emphasis, the Budget Work Group used weighted values on the following: high technology, instruction, classroom furnishings, matching funds, partnerships, and broad institutional impact. Each member of the Budget Work Group put a value from 1 to 5 on these six items for each submitted project and/or piece of equipment. We did review and discuss each division priority list, but because of the process and the weighted values, division priorities did not always match with Institutional priorities.

Based on these values, the attached Institutional Projects list has been submitted by the Budget Work Group for approval and distribution.

Added to this worksheet is a column of Budget Office recommendations for your review.

Of the first $440,000 of projects listed, it breaks out by division as follows:

- Academic Affairs: $245,000
- Finance & Administration: $50,000
- ITS: $50,000
- Student Affairs: $75,000
- Ergonomic Items: $20,000