



**Office of the Vice President
College and Administrative Services**

To: MJC Deans

From: Albert Alt, Ed.D., Vice President of College Administrative Services

Date: October 27, 2016

RE: Instructional Equipment and Library Materials (IELM) allocation 2016-2017

One of the charges of the Resource Allocation Council (RAC) is allocating Instructional Equipment and Library Materials (IELM) funds. Currently, up to 2.1 million dollars in funding for IELM qualified items may be allocated by RAC utilizing the same process as was utilized in previous years.

At the October 21, 2016 meeting, RAC reviewed the resource requests from 2016 Program Reviews. Resource requests for IELM items total over 5 million dollars. Based on the magnitude of the documented resource requests, RAC first reviewed the items identified as “mandated” that qualify for IELM funding. According to the Program Review guidelines, a mandated item is defined as: “Mandated – Required by external agency (e.g. nursing accreditation board).” RAC took action to conditionally approve funding of items designated as mandated, provided the dean overseeing the respective program area can provide evidence of the mandate along with a current quote for the item by November 3, 2016.

In the event that evidence of a mandate cannot be provided, the item will be considered in the prioritization of resource requests listed under the other levels of need documented in Program Review. In order to allocate funds for all other resource requests that are not mandated, RAC respectfully asks that each dean review the attached extract for the 2016 Program Review resource requests and identify those items that qualify for IELM funds and prioritize each resource request through your respective department/division procedures. In order to be considered for funding prioritized resource requests must be submitted to the Office of the Vice President of Administrative Services no later than the close of business on Wednesday November 16, 2016. All submitted items will be considered by RAC on Friday, November 18, 2016.

RAC will utilize the following to evaluate resource requests and allocate funds:

- MJC Strategic Directions
<http://www.mjc.edu/governance/rac/documents/mjcstrategicdirections.pdf>



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- RAC Guiding Principles documented in Engaging All Voices
http://www.mjc.edu/governance/documents/engagingallvoices_8_26_13.pdf
- Student Learning Outcomes

To assist you in identifying what items qualify as equipment versus supplies and which equipment items qualify for IELM funding, you may review the guidelines posted on the RAC webpage: <http://www.mjc.edu/governance/rac/minutesagendas.php>

Review the documents titled “Supplies vs. Equipment Guidelines” and “Instructional Equipment Guidelines” posted on the RAC webpage under Documents for November 21, 2014.

RAC is committed to continuous improvement and to that end, upon completion of this year’s cycle, an evaluation tool will be provided so that you may provide constructive feedback on how to improve the existing process.

Thank you for your time and dedication to serving Modesto Junior College Students!