**BUDGET & FACILITIES COMMITTEE**

**September 10, 2019- 1 pm**

**(MH 102, Pahrump)**

**Attendance: Danny Gonzales, Dwaine Hiles, Xunming Du, Matt McCarty, Tony Cortes, Jeannie Bailey, Earl Owen, Tami Potter, Sonja Sibert; Excused: John Rice; Absent: Sharon Sutherland**

Minutes

1. Status of Equipment Request Process
	1. Web Site- The equipment request web site has been modified for 2019-2020 and is ready for request entries. An e-mail announcement was send out in August and the equipment request process was announced at the Department Chairs meeting last week. Another reminder will be given at Faculty Senate and e-mailed in October.
	2. Funds Available- Sonja Sibert reported that $350,000 in General Improvement funds will be available for distribution this year. This is an increase from last year thanks to enrollment increases. Computer replacements will be funded through Technology fees. There is a proposal to have the Technology fees increased from $4 to $6.
2. Update on Digital Signage project
	1. Committee Participation in Elko installations- Members of the committee were invited to participate in the next phase of the digital signage project, which will be the purchase and placement on monitors on the Elko campus. Funding for this project came from an NSHE operating pool excess revenue distribution in 2017. Monitors are now installed and running in Battle Mountain, Ely, Pahrump and Winnemucca. It was suggested that moving forward that Media Services and Student Life be involved with the content management for the system.

1. Selection of Committee Chair (to be effective 9/30/19)-
	1. Earl Owen and Tami Potter volunteered to be co-chairs of the Budget and Facilities committee beginning on October 1. They will receive an orientation on the Committee Website as well as on the equipment spreadsheet on September 17.

The next meeting of this committee will be in November after the equipment request submissions have been approved by the Vice-Presidents/Deans.