

Update on Instructional Equipment

Lee, Robin S.

on behalf of

Comerford, Sandra Stefani

Thu 9/17/2015 10:16 AM

To: Roecks, Jan <roecksj@smccd.edu>; Demissie, Yoseph <demissiey@smccd.edu>; Griffin, Bruce <griffinb@smccd.edu>; Perot, Annette M. <perot@smccd.edu>; Lee, Robin S. <leer@smccd.edu>

Hi Everyone,

Based on our discussion at yesterday's meeting and the timelines for lab replacements to be scheduled during the winter break, our next meeting is scheduled for THURSDAY, 10/1 from 10:00-11:30 a.m. in the College Heights conference room (10-468). Please confirm your availability to meet.

Sandra plans to meet individually with her deans (and Jennifer Hughes) next week to get a better assessment of how much equipment needs to be replaced in each of the areas due for an upgrade. Based on the feedback she receives, we can then determine which labs should be replaced.

Thank you,
Robin

Update on CSM Lab Replacements

Lee, Robin S.

on behalf of

Comerford, Sandra Stefani

Tue 2/16/2016 3:44 PM

To: Demissie, Yoseph <demissiey@smccd.edu>; Lee, Robin S. <leer@smccd.edu>

Hi Yoseph,

Sandra would like to meet with you to get an update on the CSM lab replacements that took place over the winter break and the upcoming replacements for spring and summer. Are you available to meet with her on WEDNESDAY, 2/24 from 2:00-3:00 p.m. in her office? Please let me know.

Thank you,
Robin

CSM Instructional Equipment Meeting

Lee, Robin S.

on behalf of

Comerford, Sandra Stefani

Wed 5/17/2017 12:02 PM

To: Lee, Robin S. <leer@smccd.edu>; Demissie, Yoseph <demissiey@smccd.edu>; Perot, Annette M. <perot@smccd.edu>; Arreola, Alexis <arreolaa@smccd.edu>

Hi Everyone,

Per Sandra and Yoseph's request to meet in early July, please confirm your availability to meet THURSDAY, 7/6 from 1:30-3:00 p.m. in Sandra's office. We will be discussing updates on the topics below.

1) Lab replacement timelines for Fall 2017 & Spring 2018

- Quote pricing (Yoseph)
- Determining labs to be replaced (Sandra)
- Installation timelines (Yoseph, Annette)

2) Equipment updates

- Update on condition of media projectors in classrooms & need to replace (Alexis)
- Other

3) Budget (Robin)

Thank you,
Robin