Engineering Student Technology Committee

Meeting minutes for May 3, 2000 - Engineering B214 Conference Room - 8:00am

Present: Megan Donovan (ECE), Jennifer Flint (ECE), Prof. Garcia (CBE),
        Mike Holland (ME), Lance Parker (CBE), Jenny Po (intra),
        Mark Ritschard (ENS), Jessica Rupp (ME), Prof. Willson (ME)

Absent: Torrey Burgess (ME), Michelle Heintz (CE), Prof. Labadie (CE),
        Sarah Legoza (CBE), Prof. Nassar (ECE), Bala Natarajan (ECE),
        Laurent Simon (CBE), Dan Stiles (CE), Marcel Zibognon (CE)

- Corrections to previous meeting minutes (4-26-00)
        none

- Proposals: Priortization & Approvals
        Ritschard distributed a summary of all requests, highlighting funding
requests from the central pool and listing all requests against
departmental allocations.
        It was noted that CBE added two additional requests and that Ritschard
applied the remaining $15 of CBE funds to the Glover 146 lab upgrade
request. The resulting requests and allocations of CBE's $12,500 were
approved uanimously:

SuperPro software	$1,025
GPS signal	$800
Lab upgrades	$5,000
AERC computer replacement	$1,500
HYSIS	$1,000
Glover lab card reader	$800
Fathom Software	$2,360
Glover 146 Lab upgrades	$15

        The following requests against the ECE allocation of $19,800 were approved
unanimously:

Lab maintenance	$6,440
Software Licenses	$7,360
ECE lab proctor	$6,000

        The following requests against the ME allocation of $25,500 were approved
unanimously, noting the previously changed dollar amount on the welder
request:

CNC Milling Machine	$12,644
Wireless Radio Set	$1,723
CMS software	$6,060
Refrigeration upgrade	$692
Dewar	$1,216
Robot Repair	$2,198
Welder	$967

        It was then noted that there was $2,430 remaining in the CE allocation
pool. Donovan moved that the $2,430 be applied to the NFS cost share
request from ME & CE. Prof. Garcia seconded the motion and it passed
unanimously. The resulting allocation of CE's $22,800 passed unanimously:

Tech Support	$12,480
Lab Entry Card Readers	$2,240
ESRI software	$1,650

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GIS workstations            $4,000
NFS Thermo Cost Share       $2,430
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The question was then raised as to what would happen to the remaining unfunded central requests, all noted as valid expenditures but not able to be funded. After some discussion, Parker moved that the remaining requests be held until next year, offering the requestor a resubmission without having to redo the request. Prof. Garcia seconded. The motion passed 7-1 with Ritschard opposed on the grounds that the make-up of the committee will change.

- Staff for dept. labs (wanna swap?)
        Ritschard distributed a spreadsheet detailing an idea he proposed to the CBE, CE, ECE, and ME department heads regarding hiring a lab manager. The agreement would be that the four departments and ENS would share the cost of hiring a college-wide lab manager, with the percentage of each contribution corresponding to the percentage of students in the department. This agreement has no bearing on the charge for technology, nor this committee, but was proposed to the department heads as a way to address the need for a lab manager.
        To help offset the cost to each unit, Ritschard proposed that the 5% increase from the technology fee not be allocated for more student staff, but rather be automatically allocated for department expenses that are valid expenditures for the charge for technology.
        The committee asked for clarification of the duties of the new lab manager, noting that it would not be possible for one person to manage all labs in the college. Ritschard noted that the position would primarily provide consistency in terms of oversight and administration of hardware and software. The position would oversee the students who would do the bulk of the actual maintenance, providing training for the students for better support.
        Prof. Garcia commented that a main tenet of the original proposal was to drastically improve the Glover 220 and AB Infill labs and was concerned that, because the departments would pay for the bulk of the position, ENS would see no gain. Ritschard responded that ENS currently has technical expertise to maintain the labs behind the scenes, but not management expertise for student training and oversight. His belief is that the resulting combination would drastically improve the existing labs.
        Prof. Willson then moved that the 5% increase be allocated as proposed; the motion was seconded by Po and passed unanimously.

- Allocation for Central Services & Systems
        Ritschard distributed a spreadsheet detailing the proposed allocation for central systems and services. Although the proposed allocation of $261,000 would not change from 2000-2001, the proposal changes the manner in which the funds are allocated. Prof. Willson then moved that the allocation be approved as proposed; the motion was seconded by Holland and passed unanimously. The allocation follows, with the percentage change from 1999-2000 noted:

Hardware & software maintenance	37,000	-59%
Network maintenance	8,000	-68%
Server maintenance & support	32,000	0%
Computing lab equipment replacement	90,000	+41%
Student wages (lab support)	94,000	+88%

The committee requested that next year's report and request separate the amounts for hardware maintenance and software maintenance.

- Allison Hall (added agendum)
        The Area Coordinator for Allison Hall, Christa Sandelier, reported that the room for the Engineering lab will reallocated for office space and the lab moved to a smaller room. She also noted that network jacks would be installed in the new room to accomodate the move.
        Flint noted that the new room is smaller, perhaps by as much as 50%, but probably adequate for four computers. The question was raised as to

whether it was worth keeping the lab, given the smaller space, as a bad experience for freshmen students reflects badly on ENS. It was decided, however, to give the new space a trial year, asking that freshmen faculty members advertise the lab. The lab will then be revisited next year.

- Request Process Critique (added agendum)
        What sort of feedback can be given next year's committee to improve the request process in the future?
        Prof. Willson noted that any funds beyond the allocation for central systems and services should be used for strategic requests. This may mean allocating more to ENS for strategic initiatives in the labs, but more importantly, it means allocating the bulk of the funds (after allocations for central purposes) to departments. There were not a lot of strategic requests made this year; it is most efficient to allocate to departments for departmental strategic decisions.
        Parker pointed out that a central pool allows larger requests to be made each year, with disbursements evening out over time for the departments. Starting earlier would give departments more opportunity to plan.
        For planning purposes it would be best to allocate a percentage to the departments ahead of time and then "institutionalizing" that percentage. Prof. Garcia noted that the scope of general requests should be narrowed, focusing the requests more on strategic and cooperative initiatives.

Submitted by
Mark Ritschard

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"He is no fool, who gives what he cannot keep, to gain what he cannot lose."
                                        - James Elliott

Fund	Title	Supporters	Cost	Fund Balance	Comments
Central				$86,400	
Central	FIDAP Software	5 CE & 3 ME profs	$2,000		*Priority 10 - not funded*
Central	Wireless simulation Software	Prof. Nassar (ECE)	$2,795		*Priority 12 - not funded*
Central	ECE card readers	1 ECE prof & 1 ECE staff	$3,000		*Priority 11 - not funded*
Central	ECE lab upgrades	1 ECE prof & 1 ECE staff	$10,575 $8,376		**Approved (Partial Funding)**
Central	ECE Semiconductor Analyzer	2 ECE profs & 1 ECE staff	$33,000		*Priority 13 - not funded*
~~Central~~	~~ECE lab proctor~~	~~1 ECE prof & 1 ECE staff~~	~~$6,000~~		*Moved to ECE by ECE*
Central	Web server	5 ENS staff & 4 students	$5,920		**Approved**
Central	Glover lab	39 students	$30,000 $15,000		**Approved (Partial Funding)**
~~Central~~	~~Moments Magazine~~	~~14 students~~	~~$1,500~~		**Denied**
~~Central~~	~~AERC computer replacement~~	~~2 students~~	~~$1,500~~		*Moved to CBE*
Central	ME lab computers	1 ME prof	$34,000 $26,931		**Approved (Partial Funding)**
Central	NFS Thermo Cost Share	1 ME prof & 1 CE prof	$20,000		*Priority 14 - not funded*
Central	CES software	1 ME prof, 1 CE prof, 1 ECE prof	$3,565		*Priority 9 - not funded*
Central	FLUENT software	1 ME prof & 2 CE profs, 1 ECE prof	$2,000		**Approved**
Central	Glover 146 Lab upgrades	1 CBE prof & 1 CBE staff	$16,000 $12,673		**Approved (Partial Funding)**
Central	Digital Imaging	3 ECE profs	$9,000		*Priority 15 - not funded*
~~Central~~	~~HYSIS~~	~~2 CBE profs~~	~~$1,000~~		*Moved to CBE*
Central	print quota software	3 ENS staff	$2,500		**Approved**
Central	Sun Rays	2 students & 3 ENS staff	$13,000		**Approved**
Central		Approved Total	$86,400	- 0 -	
CBE				$12,500	
CBE	SuperPro software	2 CBE profs	$1,025		
CBE	GPS signal	2 CBE profs	$800		
CBE	Lab upgrades	1 CBE prof & 1 CBE staff	$5,000		
from Central	AERC computer replacement	2 students	$1,500		
from Central	HYSIS	2 CBE profs	$1,000		
CBE	Glover lab card reader	1 CBE prof & 1 CBE staff	$800		
CBE	Fathom Software	1 CBE prof & 1 CBE staff	$2,360		
supplement to Central	Glover 146 Lab upgrades	1 CBE prof & 1 CBE staff	$15		
CBE		Requested Total	$12,500	- 0 -	
CE				$22,800	
CE	Tech Support	Prof. Labadie	$12,480		
CE	Lab Entry Card Readers	Prof. Labadie	$2,240		
CE	ESRI software	Prof. Labadie	$1,650		
CE	GIS workstations	Prof. Labadie	$4,000		
CE		Requested Total	$20,370	$2,430	
ECE				$19,800	
ECE	Lab maintenance	1 ECE prof & 1 ECE staff	$6,440		
ECE	Software Licenses	1 ECE prof & 1 ECE staff	$7,360		
from Central	ECE lab proctor	1 ECE prof & 1 ECE staff	$6,000		
ECE		Requested Total	$19,800	- 0 -	
ME				$25,500	
ME	CNC Milling Machine	2 ME profs	$12,644		
ME	Wireless Radio Set	2 ME profs	$1,723		
ME	CMS software	3 ME profs & 1 ME staff	$6,060		
ME	Refrigeration upgrade	2 ME profs	$692		
ME	Dewar	2 ME profs	$1,216		
ME	Robot Repair	2 ME profs & 1 student	$2,198		
ME	Welder	2 ME profs	$3,468 $967		*Approved for partial funding only*
ME		Requested Total	$25,500	- 0 -	

Staff for lab funds swap

Lab Manager

	Salary	$45,000
	Benefits	$4,500
		$49,500

Department	%	amount
CBE	14.9	$7,376
CE	27.3	$13,514
ECE	23.7	$11,732
ME	30.5	$15,098
ENS (intra)	3.6	$1,782
		$49,500

Tech Fee

$6.00 increase ->	$19,438
- 10% (scholarships)	$1,944
- Atmos (allocation)	$875
	$16,619

Amount allocated to Dept. Labs	Total Dept. contrib	
$2,476	*$4,899*	CBE
$4,537	*$8,977*	CE
$3,939	*$7,793*	ECE
$5,069	*$10,029*	ME
$598	*$1,184*	ENS (intra)
$16,619	*$32,881*	

Engineering Student Technology Committee

Central Systems & Services
Proposed Allocation for 2000-20001

	1999-2000	2000-2001	% change
Hardware & software maintenance	90,000	37,000	-59%
Network maintenance	25,000	8,000	-68%
Server maintenance & support	32,000	32,000	0%
Computing lab equipment replacement	64,000	90,000	41%
Student wages (lab support)	50,000	94,000	88%
	261,000	*261,000*	0%