

Engineering Student Technology Committee (ESTC):

(<http://www.engr.colostate.edu/ESTC/>)

Meeting minutes for March 5, 2003 - Eng. Conference Room - 7:45am

Present: Derek Akerhielm (ChemE), Morgan Defoort (ME), Prof. Garcia (CE),
Tim Hinerman (ME), Shawn Klawitter (ChemE), Kate McDonnell (ECE),
Derek Reding (ME), Mark Ritschard (ENS), Prof. Sakurai (ME),
David Wiegandt (ECE) - chair, Prof. Wilmsen (ECE),
Prof. Wickramasinghe (ChemE)

Absent: Kat Christian (CE), Michael Flick (CE),
Prof. Gessler (Academic Affairs), David Hodge (ChemE),
Jennifer Meints (intra), J. P. Murray (ECE), Arun Nair (CE)

Unfilled positions: one intra-departmental major

- Corrections to previous meetings minutes (2-26-03)
none

Updates:

- GIS lab

Discussion will wait until Wiegandt and Ritschard meet with Dr. Woods
and get her input.

- Charges for Technology (CFT) Committee meeting report

Representatives of this committee who attended were Hinerman,
Wiegandt, and Ritschard. Items discussed were scholarships, budget

reports, assistive technology, and a proposed student technology fee. Because the current CFT manual specifically calls for a refund of 50% of the semester charge, Ritschard will be working with other colleges to draft a proposal to the manual that will allow different types of scholarships. He also submitted the annual budget report on Monday. Assistive Technology charges will be assessed in April.

A proposal for a university-wide student technology fee was presented, though just for input and not for approval. ASCSU will need to implement the fee and is working to define the problem. The proposal was somewhat justified with three broad areas of expense: 1) library computers at \$280,000, 2) RAMweb and portals at \$360,000, and 3) IT infrastructure at \$340,000. There is a meeting at 7pm at the Library tonight in which ACNS is doing a portal presentation; all are encouraged to attend. The ESTC representatives felt that there were a lot of unclear expenditures that no one could justify. Although no one was against the proposal in principle, no one produced numbers to justify the proposed \$25 fee. Most notably, the library failed to provide solid evidence of its claims that "lots" of people use the computers in the library. It was also questioned as to why the cost of RAMweb isn't included in tuition, since it is something that benefits all students. No clear answer was given. The next step is for ASCSU to propose the fee and it will probably be a couple of years before it is implemented.

- North door card reader

Ritschard reported that the requested card reader has been installed (in January) on one of the north door's of the Engineering building. The reader is connected to the door that is next to the large garage door.

From Last time:

- Scholarship changes

As was mentioned in the CFT report, a change in the CFT manual is necessary prior to changing how scholarships are awarded. Currently, 50% of the \$295 annual charge is returned to students on the basis of need. The college currently awards approximately 335 such scholarships out of the \$50,000 set aside in this year's budget. The question at hand is how the committee would like to change the awarding of scholarships for the \$55,000 that will be available in 2004-2005. The committee agreed to table the issue until the manual is changed, but suggested awarding one or two large (\$5000) scholarships and then several (\$1000) smaller ones. The committee would also like to see the manual allow at least one large merit based scholarship. When the new changes are in place, it would be nice for the committee to notify the recipients and use the scholarships as a way of recruiting good students.

- Large plotter

Defoort reported that the EECL would be happy to keep the large plotter at the Engines Lab and to provide ongoing maintenance costs. It would then be made available to any student needing a large plot.

Ritschard reminded the committee that the decision for the plotter's location lies with the faculty Design Studio team, but that this committee is welcome to make a recommendation. Ritschard also noted that the committee has not provided paper for the plotters simply because it was too expensive. However, now that there is a quota system, it may be worth providing plotter paper and incorporating the cost into the quota. After much discussion, Hinerman moved that a recommendation be made to move the plotter to the EECL and, if the Design Studio team does not want to move the plotter, that paper be provided. The motion was seconded by Defoort and passed unanimously. Ritschard will take the recommendation to the faculty Design Studio team.

Budget Items:

- Review of this year's budget

Ritschard distributed a line-item review of this year's budget, a copy of which is attached. He noted that the "encumbrance" column is missing, which is why the balance available is sometimes less than revenue minus expenses. Ritschard noted that the large deficit in the Laboratory Maintenance and Support budget is due to his overly optimistic commitment to fund some of last year's strategic initiatives with these funds. When asked about the large cost of printing, Ritschard noted that approximately 50 boxes of paper are unaccounted for when printing credits are compared with paper used. It was noted that this is most likely because students help themselves to paper in the printers. Because of the large discrepancy, Wiegandt moved and Defoort seconded that ENS install a hasp on all of the printer paper bins. The motion passed unanimously. As for the departmental expenditures, it was noted that the departments handle approval for the expenditures differently. In some departments, purchases are approved by a committee, in others the decision rests solely with the department head. Finally, it was noted that approximately \$35,000 is available for this year's strategic initiatives.

- Funds available for next year's strategic initiatives.

Ritschard noted that at least \$50,000 will be available in next year's budget for strategic initiatives, given that all other budgets remain about the same.

- Project suggestions/discussion for this year's funds

The following projects were suggested by committee members and will be considered at later meetings. All project costs are approximations.

- 1) Startup funds for a computer lab at the EECL: \$35,000 (Defoort)
- 2) Scrolling marquees in labs and hallways: \$2,500 (Hinerman)
- 3) Workstations for student organization offices: \$6,000 (Hinerman)
- 4) Donations to the Academic Advancement Center: \$0 (Hinerman)
- 5) Graduate student sunray Citrix farm: \$15,000-\$20,000 (Wiegandt)
- 6) More power for compute server: \$5,000 - \$15,000 (Wiegandt)
- 7) Desks with semi-recessed monitors and ergonomic keyboard:
trays for C211: \$1,000 - \$35,000 (Ritschard)

8) High-end graphics cards for LMDS: \$1500 - \$30,000 (Ritschard)

The next meeting will be the first or second week after Spring Break.

Respectfully submitted by
Mark Ritschard



Expense Report 2-03.xls



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Charges for Technology Fund

Expense Report to ESTC

February 5, 2003

Central Services & Systems	249,000.00	246,701.94	2,298.06
Equipment Replacement	115,562.73	115,788.83	(226.10)
<i>Budget</i>	100,000.00		
<i>Revenue from sales & insurance</i>	15,562.73		
Computers		40,098.56	
Monitors		43,148.65	
Peripherals		2,485.59	
Printers		10,035.42	
Projection Equipment (Classroom & Café)		7,914.41	
Spares from Sun Grant		12,106.20	
Laboratory Maintenance and Support	19,516.92	28,355.07	(8,838.15)
<i>Balance Forward from FY02</i>	2,258.46		
<i>Budget</i>	15,000.00		
<i>Revenue from print credit sales & misc</i>	2,258.46		
Café expenses		293.33	
Classroom Equipment		1,745.00	
Computer Equipment		763.63	
Help Desk & Shop Supplies		171.76	
Lock Changes (permanently locking doors)		2,733.69	
Printing		11,275.60	
Security		2,066.00	
Software		9,010.19	
Telephone Service		295.87	
Network Tools & Maintenance	5,337.83	4,787.22	550.61
<i>Balance Forward from FY02</i>	1,337.83		
<i>Budget</i>	4,000.00		
Network Cables & Connectors		3,169.08	
Network Equipment		813.14	
Network Maintenance		805.00	
Servers & Services - Maintenance and Support	76,136.83	64,566.92	11,569.91
<i>Budget</i>	70,000.00		
<i>Revenue from server sales</i>	6,136.83		
Hardware Maintenance		4,928.43	
Server Replacements		19,087.81	
Server upgrades		5,641.90	
Software		102.37	
Tape Backup Library		5,095.55	
UPS replacement		4,633.55	
Virtual Lab Project		25,077.31	
Student Wages & Benefits (lab support)	60,000.00	33,203.90	26,796.10
<i>Budget</i>	60,000.00		
<i>Transfer to Chemical Engineering</i>		7,000.00	
Summer '02 wages		7,915.15	
Fall '02 wages		16,653.47	
Christmas break wages (partial)		1,186.53	
Spring '03 wages to date		448.75	

Charges for Technology Fund

Expense Report to ESTC

February 5, 2003

Departmental Allocations	173,032.28	83,096.00	89,936.28
Atmospheric Science	20,000.00	11,742.10	8,257.90
Computer Equipment		2,359.34	
Lab Equipment		5,978.80	
Modem Access for graduate students		768.00	
Network Equipment & Supplies		1,897.21	
Software		738.75	
Chemical Engineering	22,534.51	18,909.79	3,624.73
Budget	12,650.00		
Balance Forward from FY02	384.51		
budget transfer from Central: Student Wages	7,000.00		
budget transfer from Strategic Initiatives	2,500.00		
Computer Equipment		13,181.90	
Computer supplies		890.57	
Network improvements		469.87	
Printing		796.36	
Software		3,571.09	
Civil Engineering	37,750.00	19,711.16	18,038.84
Budget	30,750.00		
budget transfer from Strategic Initiatives	7,000.00		
Computer Supplies		723.39	
Lab Equipment		7,943.36	
Software		11,044.41	
Electrical & Computer Engineering	23,594.24	12,859.38	10,734.87
Budget	15,500.00		
Balance Forward from FY02	1,094.24		
budget transfer from Strategic Initiatives	7,000.00		
Computer Equipment		750.00	
Laboratory supplies		611.71	
Printing		921.89	
Software		10,575.78	
Intra - departmental majors	9,000.00	0.00	9,000.00
Budget	3,000.00		
Balance Forward from FY02	6,000.00		
Mechanical Engineering	60,153.53	19,873.58	40,279.95
Budget	34,100.00		
Balance Forward from FY02	19,053.53		
budget transfer from Strategic Initiatives	7,000.00		
Lab Equipment		6,189.14	
Software		13,684.44	

Charges for Technology Fund

Expense Report to ESTC

February 5, 2003

Miscellaneous	55,500	47,932.73	\$7,567.27
Assistive Technology	2,500		
Bad Debt	1,500	723.15	
Credit Card Expenses	1,500	1,186.08	
Scholarship payments	50,000	46,023.50	
Strategic Initiatives	87,714	56,812.24	\$30,901.97
Budget	47,500		
Balance Forward from FY02	25,214		
Revenue above budget (estimate)	15,000		
Departments: additional lab funding		23,500.00	
Internet Café		24,576.09	
Citrix Farm		8,736.15	
Advance Purchases for '03-'04	22,000	0.00	\$22,000.00

Internet Café
Expense Report to ESTC
February 5, 2003

	Estimate	Actual	+/-	Funding Sources		
1) Internet Access Bar	26,400	24,877	1,523	CE	7,000	7.58%
1 bar itself	5,000	7,923	(2,923)	ChemE	2,500	2.71%
10 seating	2,000	2,007	(7)	ECC	4,945	5.35%
10 workstations	18,000	11,603	6,397	ECE	7,000	7.58%
1 printer	1,400	3,345	(1,945)	ENS (oper)	797	0.86%
2) Workstation Bench	22,000	15,221	6,779	ENS (tech)	37,996	41.13%
1 bench itself	2,000	4,823	(2,823)	ESTC	24,640	26.67%
10 seating	2,000	0	2,000	ME	7,000	7.58%
10 workstations	18,000	10,398	7,602			
3) Conference Area	23,500	16,897	6,603			
1 table	1,000	1,700	(700)			
2 partitions	10,000	9,424	576			
1 workstations	2,500	1,821	679			
1 display/projection	8,000	3,952	4,048			
10 seating	2,000	0	2,000			
4) Vending	3,300	1,955	1,345			
1 bench/table	300	0	300			
1 actual machines	1,500	10	1,490			
1 plumbing	1,500	1,945	(445)			
5) café tables	12,600	13,553	(953)			
4 tables	1,000	1,800	(800)			
16 seating	3,200	0	3,200			
4 swivel workstations	8,400	11,753	(3,353)			
6) Food/Snack sales area	4,000	6,195	(2,195)			
1 counter	3,000	6,156	(3,156)			
1 lockable cabinets	1,000	39	961			
7) Lounge area	6,000	2,592	3,408			
2 couches	500	1,753	(1,253)			
4 chairs	800	0	800			
2 lamps	200	23	177			
2 coffee tables	300	816	(516)			
2 retracting workstations	4,200	0	4,200			
8) Miscellaneous (not considered in initial costs)		11,082	(11,082)			
1 network improvements	0	3,894	(3,894)			
1 electrical improvements	0	4,399	(4,399)			
1 telephone installation	0	58	(58)			
3 floor holes for cables	0	859	(859)			
2 patio umbrellas	0	476	(476)			
1 card reader installation	0	515	(515)			
7 laptop stations	0	494	(494)			
1 telephone & sign	0	96	(96)			
2 neon clocks	0	91	(91)			
1 grand opening	0	199	(199)			
Totals	97,800	92,371	5,429			67.81%