

## Meeting Minutes of the Engineering Student Technology Committee (ESTC)

**Meeting:** 1 December 2010  
5:00pm in Anderson Computer Lab

**In Attendance:** Leah Belval (ECE), Professor Thomas Birner (ATS), Ross Davenport (CEE), Dan Jones (ATS), Katie Marshall (CBE), Rachel McCrary (ATS), Anthony Navarro (ECE), Professor Ashok Prasad (CBE), Nick Riedel (ME), Mark Ritschard (ENS Director, *ex officio*), Chair Kevin Warner (ME), Secretary Derek Williams (IM)

**Not In Attendance:** Professor Brian Bledsoe (CEE), Professor Tom Chen (ECE), Professor Ketul Popat (ME), Professor Tom Siller (ADAA, *ex officio*), Dalton Young (ECE)

### -Welcome and Introductions

Chair Kevin Warner welcomed the new and returning committee members and individual introductions were made by all.

### -Review of Basic ESTC Information

Warner explained some of the basics of the ESTC:

- The ESTC committee is in charge of the management and distribution of the Charge for Technology (CFT) fee paid by the students of the College of Engineering.

- This fee is different from the University Technology Fee (UTF), which is collected by ASCSU, and is managed by the University Technology Fee Advisory Board (UTFAB).

- The current CFT fee per student for one semester is \$170.

- Warner recommended that new members review the ESTC website

[<http://www.engr.colostate.edu/ESTC>] for information such as: the policies maintained by the ESTC, documents regarding the current/past budget, and the *Charges for Technology Manual*.

### -Committee Membership

Warner explained how the ESTC is organized:

- Members represent eight departments within the College of Engineering.

- The eight represented departments include: Academic Affairs, Atmospheric Science (ATS), Chemical and Biological Engineering (CBE), Civil and Environmental Engineering (CEE), Electrical and Computer Engineering (ECE), Engineering Network Services (ENS), Intra-departmental Majors (IM), and Mechanical Engineering (ME).

- All committee members are appointed by the chair of their respective department.

- One faculty member represents each of the six departments.

- Every member serves a two year term, except the two *ex officio* members.

- The two *ex officio* members are Mark Ritschard, the Director of Engineering Network Services, and Professor Tom Siller, the Associate Dean of Academic Affairs (ADAA).

### -Committee Responsibilities

Warner reviewed some of the key policies maintained by the ESTC:

- To determine the semester CFT amount at the end of the current academic year; which is implemented the next academic year.

- To determine the print quota, which is money provided to students for printing in any of the engineering computer labs.

- To determine and maintain policies regarding how CFT funds are used to pay for software licenses.
- To determine and maintain what services are provided to non-engineering majors.
- To maintain existing standards set forth by the college regarding computing equipment.
- To maintain policies regarding the check-out of loaner laptops from Engineering Network Services (ENS).

Warner then explained that the day-to-day responsibilities associated with CFT funds are handled by ENS, whereas the ESTC is responsible for management of the policies.

### **-The Upcoming Spring Semester**

Warner made two comments in regard to next semester:

- A spring availability e-mail will be sent out to all members.
- Next semester will be much busier than the current one, and meetings will occur much more often.

### **-More Important Information**

Mark Ritschard further reviewed and explained some ESTC information:

- There are a set of rules explaining how the committee governs CFT funds called the *Charges for Technology Manual*. [<http://ucft.colostate.edu/asp/ucft/pdf/cftmanual.pdf>]
- The ESTC last academic year determined the budget for this year and the members of the ESTC this academic year will determine the budget for next year.
- The current total budget is \$640,000, \$10,700 of which is currently unallocated.
- Last year the total budget was \$585,000.
- There is a campus tax on the fund which the committee does not have a say in. This tax was approximately \$20,000 last year.
- \$2,600 will go toward assistive technology this year, which is technology that helps disabled students (such as push-button door openers for the computer labs).
- The University Charges for Technology Committee (UCFT) oversees the CFT campus-wide, and maintains the *Charges for Technology Manual*.

### **-Status of Special Projects Funded by Last Year's Committee**

Ritschard discussed the strategic initiatives funded by last year's committee. Ritschard explained that these initiatives were proposed to the ESTC by students and faculty members. The ESTC approved the following proposals:

- \$7,000 for equipment for the planned BC Infill renovation.
- \$24,950 for an Electric Drivetrain Teaching Center at the Engines and Energy Conversion Laboratory (EECL).
- \$2,200 for a card reader and small printer at the Engineering Research Center (ERC) Design Studio.
- \$3,535 for scanning stations in the computer labs.
- Switching the engineering Sun Rays to kiosk mode.
- \$15,000 for ENS student employee wages.
- \$30,000 for implementation of new, better Sun Ray servers.

### **-New Possibilities**

Ritschard introduced some new possibilities the CFT may support if the committee decides on it later in the year:

-Proximity card readers to replace the current card swipe readers used to unlock various doors used within the College of Engineering (i.e. computer labs). The proximity card reader upgrade was an idea proposed at the end of last year, but a decision was not reached on it. It was also noted this would be a very expensive upgrade (as there are 40 of them total that the ESTC could pay for).

-Since the change to Windows 7, about 8-10 engineering programs are no longer supported. The ESTC could use CFT funds to help get new software, or to dedicate a server to these 32 bit applications.

-The ESTC must decide how much involvement the CFT will have with technologies at the new Engineering II building, and how these funds may be managed.