Meeting Minutes of the Engineering Student Technology Committee (ESTC)

Meeting: **1 November 2011**
                   9:00 am in Engineering Dean's Conference Room

In Attendance: Adam Allevato (ME), Professor Thomas Birner (ATS), Tucker Kern (ECE), Isaac Medina (ATS), Chair Anthony Navarro (ECE), Professor Ashok Prasad (CBE), Nick Riedel (ME), Peter Riedo (ME), Mark Ritschard (Assistant Dean for Operations, *ex officio*), R.B. Stuart (CBE), Dalton Young (ECE), Todd Zurlinden (CBE)

Not In Attendance: Nathan Baker (CEE), Jesse Jankowski (CEE), Professor John Labadie (CEE), Professor Kevin Lear (ECE), Professor Ketul Popat (ME), Miriah Schwartz (CBE), Professor Tom Siller (ADAA, *ex officio*), Elizabeth Thompson (ATS)

Guests: Angie Addie (ENS), Dan Herrick (ENS)

-**Short Introduction for New Members**
- Committee's Functions – A brief overview of the ESTC was given by Navarro
- Robert's Rules of Order – The ESTC uses Robert's Rules of Order to conduct meetings
- Previous minutes from October 11, 2011 were approved

-**Attendance Policy**
Navarro moved to create an attendance policy. Discussion followed. Navarro suggested that representatives from each department should be held accountable for attending meetings. Representatives would be expected to attend or notify Navarro that they will not be able to attend. It was decided to send the attendance for each meeting to department heads with encouragement to increase participation by representatives. The motion was made to e-mail department heads after ESTC meetings with the attendance of their representatives. The motion was then seconded and approved.

-**Biomed Representation**
The question was raised as to whether Biomed should have separate representation like other departments even though it is an inter-departmental major or if their representation should be included in the Inter-departmental representation. The committee agreed that input from Professor Lear is desirable before making a decision. The agenda item was tabled for future discussion at another meeting.

-**Classroom HDMI Proposal from ENS**
Six classrooms need an upgrade to include HDMI inputs for the projection equipment. The proposal requested a one-time funding of $2,700 for the upgrade. There was a motion to approve the proposal. The motion was then seconded and approved.

-**Digital Camera Proposal from ENS**
ENS currently has an old digital camera in the loaner pool that needs to be retired. The proposal requested a one-time funding of $300 to purchase a new digital camera. There was a motion to approve the proposal. The motion was then seconded and approved.

-Questions and comments

There was discussion of potential equipment that could be purchased with CFT funds. One item discussed was a 3-D printer. More card readers on the exterior doors of the Engineering building was also suggested.