

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

**Meeting: 23 October 2012**

**5:00 p.m. in Engineering Dean's Conference Room**

**In Attendance:** Adam Alevato (ME), Dan Herrick (ENS, *ex officio*), Nicholas Davis (ATS), David Duncan (ATS), Professor Patrick Fitzhorn (ME), Sean Franklin (CEE), Vaishak Gopi (CE), Professor Chris O'Dell (ATS), Peter Riedo (ME), Danny Szczotka (ECE), Jessica Tryner (ME), Tyler Wible (CE), Todd Zurlendin (CBE)

**Not in Attendance:** Professor John Labadie (CEE), Professor Kevin Lear (ECE/SBME), Professor Tom Siller (ADAA, *ex officio*), RB Stuart (CBE)

**Guest:** Angie Addie (ENS)

### **-Approval of Previous Minutes**

Riedo will send out previous minutes to the committee for review prior to the next meeting.

### **-Introduction of New Members**

New members introduced themselves to the committee.

### **-Department Representatives**

There are still unfilled representative positions. Riedo encouraged committee members to assist with locating representatives to fill openings.

### **-Department Spending Reports**

Riedo asked the committee if they are receiving the monthly CFT spending reports and if anyone had questions about them at this time.

### **-Chemical and Biological Engineering (CBE) Faculty Representative**

A faculty member from CBE, Ashok Prasad, would like to serve for an additional year. Peter made a motion to approve an additional one year term. Motion was seconded and passed.

### **-School of Biomedical Engineering (SBME) Representative**

The method for nominating the SBME representative was discussed. It was agreed that the nomination should come from the head of the School of Biomedical Engineering, Stu Tobet, and any advisors.

Also discussed Intra-departmental representative as being another opening where Biomed could be represented.

### **-Loaner Item Policy for ENS**

Herrick described the current policy and the rationale behind it, including the current limitation to 5 weeks per semester for laptops. There was discussion of the use of loaner items and some of the limitations of the current policies. The main concern expressed was whether the current policy of a maximum of five weeks per semester policy should be maintained. The committee agreed that five weeks is appropriate. Herrick asked whether the five-week policy should apply to projectors as well. The committee agreed that the five-week policy should extend to other loaner items, including projectors. The committee asked Herrick to clarify the policy language to include each type of loaner items.

A motion was made to eliminate the “one week” reservation term and to change the wording in the policy to state “up to 14 days” instead of two weeks “up to 35 days” instead of five weeks. The motion was seconded and passed.

**-Future Tour of Engineering II**

The committee expressed interest in taking a tour of Engineering II. Riedo is working with Jesse Parker, the College of Engineering Facilities Coordinator, to set up a tour that all committee members will be invited to join.

**-Future Topics**

The committee will review other policies at a future meeting.

**-Other Items**

A proposal from Dr. Arabi was presented that if funded, would allow for upgrading the facilities in one of the research labs, C211, that serves both undergrad and graduate students. The proposal included funding 10 computers and a cost share of an additional 2 computers. Riedo will send an e-mail to committee members with the proposal attached so that everyone has a chance to review the proposal prior to voting on it at the next meeting.

Riedo suggested having another meeting the week before Thanksgiving on Tuesday, November 20<sup>th</sup>.

**-Meeting adjourned - 5:36 p.m.**