

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

Meeting: 15 November 2013

5:00 p.m. in Engineering B203 (Titan Studio Classroom)

**In Attendance:** Professor Rebecca Atadero (CE), Brett Baeverstad (CBE), Brett Basarab (ATS), Nicholas Davis (ATS), Ryan Friese (ECE), Vaishak Gopi (CE), Dan Herrick (ENS, ex officio), Sunny Lunka (CBE), Professor Chris O'Dell (ATS), Professor Christopher Snow (CBE), Jessica Tryner (ME), Tyler Wible (CE)

**Not in Attendance:** Sanjay Derbyshire (ECE), Patrick Fitzhorn (ME), Tanner Fretthold (ME), Valene Lickley (CE), Mark Lunt (CBE), Ben Melia (Intra-departmental), Alex Mitchell (ME), Dalton Noren (Intra-departmental), Professor Sudeep Pasricha (ECE), Professor Tom Siller (ADAA, ex officio), Patrick Stockton (ECE)

**Guests:** Angie Addie (ENS)

Introductions were made for the benefit of those not present at the previous meeting.

### **Approval of Previous Minutes**

Minutes were approved for 9/20/13.

### **Next meeting date/time**

The committee agreed to set the next meeting for the first week in February. Addie will send out a Doodle poll to everyone the week before classes start to gauge availability.

### **Update on lockers**

Gopi updated the committee on using CFT funds to purchase lockers. The ESTC cannot fund lockers currently, but the UCFT is looking at expanding the allowable expenses for furnishings/room improvements.

### **University Charge for Technology (UCFT) meeting update**

Herrick provided an update on the UCFT meeting. Topics discussed at the meeting focused on updates to the CFT Manual, including adding a section for representation on the UCFT, changing the policy on furnishings expenditures to include room improvements like carpet. The committee discussed the addition of allowing carpeting expense and it was agreed at this time that the ESTC does not want to allow for purchasing carpet on CFT funds. The committee suggested for the UCFT to use wording that would allow each committee to decide whether to allow the use of funds for purchases such as carpets. The committee approved the changes to the CFT manual as presented by the UCFT.

### **Furnishings**

Up to 25% of the annual cost of computer equipment may be spent on furniture/replacement - to directly support the use of that computing equipment, e.g. tables, desks, chairs, etc.

## **Budget Review**

Herrick reviewed the budget for this year which was approved by last year's committee. Herrick discussed the amount of unallocated funds that are available for this year's committee to use in funding proposals. Currently, there is approximately \$36,000 available to fund proposals. Herrick reviewed the broad categories of expenses with the committee. In depth discussions of each category will take place in the spring semester when budget planning begins for FY15.

## **Other Items**

- Print credits – An issue of students who have graduated receiving new print credits this semester was raised.
- Adobe Photoshop – A request was made to install the latest version of Adobe Photoshop on lab computers. Addie explained that the university is currently in contract negotiations with Adobe. Addie will report back in February on the estimated cost of putting Photoshop on labs computers. The committee requested that ENS provide recommendations for open-source or free alternatives to Adobe products like GIMP, Inkscape, and BlueGriffon to use in place of Photoshop and Dreamweaver.
- Proximity card readers – Herrick informed the committee that ENS is currently working on switching all of the main doorways and computer lab entryways in the Engineering building and Glover to proximity card readers. With this switch, all CFT funded door locks would be on the proximity card reader system. The committee discussed the switch from swipe card readers to proximity card readers. Door locks not funded by the CFT would be paid for by the individual research group or department as requested/needed. Herrick mentioned that this switch may lead to a need to allocate additional funds to purchasing and maintaining the proximity card reader system in the FY15 budget.

Adjourned: 6:07 pm