

Meeting minutes of the Engineering Student Technology Committee (ESTC)

Meeting: February 24, 2015
6:00 p.m. in Scott Bioengineering 203 (Board Room)

In attendance: Professor Rebecca Atadero (CE), Daniel Dauwe (ECE), Kristine Fischenich (SBME), Dan Herrick (ENS, ex officio), Adam Kattvig (ECE), Arunachalam Lakshminarayanan (ME), Mark Lunt (CBE), Landan MacDonald (ATS), Professor Christopher Snow (CBE)

Not in attendance: Abdullah BaGais (CBE), Sean Brustuen (CE), Briana Chamberlain (CBE), Professor Patrick Fitzhorn (ME), Alex Mitchell (ME), Dalton Noren (Intra-departmental), Professor Chris O'Dell (ATS), Brad Reichel (CE), Professor Sourajeet Roy (ECE), James Ruppert (ATS), Professor Tom Siller (ADAA, ex officio), Aaron Smull (ECE),

Guests: Angie Branson (ENS)

Approval of meeting minutes (12/2/14)

Minutes from 12/2/14 were approved.

Announcements / Follow-up

- **IC Engine update** (extended through May 2015) - Dr. Fitzhorn has taken over project and the funds are being spent.
- **Glover NW card reader** – The card reader has been installed.
- **Internet Cafe re-design status** - Herrick presented the scale model of the room that Reichel created. The new diagrams show the two options discussed at the previous meeting, one with flexible seating/tables and one with a center computer bar. The committee generally agreed both options were acceptable, with the flexible seating option being preferable. Herrick will present the redesign to department heads to get their support and potential funding. The committee voted and approved moving forward with both options.
- **ENS Review Committee** - Herrick informed the committee that a review committee has been formed by Dean McLean with the goal of performing a wholistic IT services review. Herrick asked the ESTC for any input they would like to convey to this review committee from the students' perspective. No immediate comments were given, but the invitation for comment was left open.

Print quota management to the Library

The library's printing costs don't include capital costs for purchasing equipment. This model would end up costing Engineering students more in the long run, so the committee decided not to pursue this any further at this time.

Change in student disk quota

There was a discussion of increasing the student disk quota from the currently offered 6GB quota to 15GB for each student. There was a motion to increase disk quota from 6GB to 15GB and the motion was approved. Fischenich will generate an email to send out to all Engineering students that quota has been increased.

SBME "departmental" allocations

SBME is interested in receiving an allocation of funds from the ESTC. Based on discussions Herrick and Fischenich recently had with the SBME department and discussions at this meeting,

the committee agreed to allocate a base amount of \$5,000 to SBME for equipment and software purchases. A motion was made to include an allocation of \$5,000 to SBME in the budget and the motion was approved.

Instructional Technologies Coordinator funding request

Herrick reviewed the proposal to fund a new Instructional Technologies Coordinator position. He answered the questions the committee asked at the previous meeting about salary and fringe estimates and annual raises. There was a suggestion for the ESTC to pay for 100% of the base salary and request that the college pay for the fringe.

- Information on fringe costs:
Fringe = 25.4%. This means a \$50k position is \$62,700 including fringe.
90% (CFT share) = \$56,430 . 10% (CoE share) = \$6,270.
Salary range is \$45-55k.
Recommend budgeting for maximum range \$55k or \$68,970 w/fringe
90% (CFT share) = \$62,073 . 10% (CoE share) = \$6,897.
- How will raises work?
Raises are a 90% commitment each year. Use 3% raise for planning purposes.
So, add 3% (\$1,862) to budget for raises.

The committee was supportive of funding this position and pursuing a funding request from the college and/or departments to cover a portion of the salary. The next step will be for Herrick to develop a formal job description and Fischenich will write a letter to Mark Ritschard including a rationale for the position and what the ESTC is willing to commit in terms of funding.

Adjusting the Engineering CFT charge

Any changes to the current CFT would need to be submitted by April 1. The committee agreed that no change to the CFT is needed this year.

Budget Review

Herrick began a review of the budget with a high-level overview of the following: lab equipment, loaner pool, servers, student wages, and department allocations.

Strategic Initiatives

There was a discussion of how the committee should spend remaining strategic initiative funds for this fiscal year. It was suggested that SBME could submit a proposal for one-time funding for this year since their new allocation will not be available until the fiscal year starts in July. The committee will continue evaluating proposals as they come in. Herrick also suggested that if the Instructional Technology Coordinator is funded, the committee could possibly provide one-time funding to fund the position for the remainder of the fiscal year.

Adjourned: 7:20 pm