

ESTC Minutes 1/30/18

### **Attendance**

#### **Present:**

Sean Freeman (ATS), Erik Nielsen (ATS), Prof. Michael Bell (ATS)  
Mohammad Tanhaemami (CBE), Prof. Chris Snow (CBE)  
Ian Stockdill (CEE)  
Dylan Machovec (ECE), Prof. Mahdi Nikdast (ECE)  
Andrew Jones (Chair, ME)  
Zachary Gebhardt (intra-departmental)  
Kelley Branson (ENS), Nick Stratton (ENS)

#### **Absent:**

Kristen Jackson (SBME)  
Noah Beck (CBE)  
Luke Flores (CEE), Megan Scott (CEE), Prof. Joe Scalia (CEE)  
Al Alothman (ECE), Cameron Key (ECE)  
Sarah Martinez (ME), Bryan Burk (ME), Prof. Tammy Donahue (ME)  
Maryam Tidjani (intra-departmental)  
Anthony Marchese (Assoc Dean AA)

### **Old Business**

The sign-in sheet was passed around.

Agenda: approving the minutes from the last meeting: unanimously approved.

### **Poster Cutters**

We have identified the best place to put it in Magellan and are working to find a place in Scott and ATS.

Proposal to vote on purchasing the poster cutters (\$480 from Staples with a self-sharpening blade that can cut up to 52" posters) and then store them until a space is identified in all locations. Andrew proposed the motion and it was unanimously approved to purchase them. Andrew will e-mail the link to buy the cutters to Nick.

### **Thank You**

A thank you went out to Nick who spearheaded the Matlab university-wide license move. Several departments are already seeing benefits to students.

### **New Business**

#### **CFT Budget**

Mark Ritschard has come to give a presentation on the CFT budget. The budget can change, but this is the time of year where we start discussing the budget and start allocating it.

We will start today with a snapshot of the budget as it stands.

We begin with looking at the overall budget sheet (we build the budget based on estimates on enrollment as we don't get the actual budget until after census). We began with ~\$103K forward from FY2017.

FY 2018 budget was examined, going through category-by-category of expenses and revenue as of 31 December 2017. Dr. Ritschard will share the current account statement on the ESTC share drive.

One thing we will have to discuss long-term is whether we should take the money back from the departments who are carrying large balances.

Now, we will briefly discuss the FY2019 budget, located on the share drive.

#### **Next Meeting**

Next meeting: February 13, 2018 at 4:00 in Dean's conference room