

ESTC Minutes
Engineering Student Technology Committee
February 17, 2020
4-5pm
Scott Bio 203

Present:

ATS : Jhordanne Jones, Prof. Michael Bell
CBE :
CEE :
ECE : Carsten Dietvorst, Drew Rackow
ME : Michael Sartini, Sydney McDonald
SE : Jayesh Narsinghani
Intra-departmental : Michael Townsend
SBME :
Ex-Officio : Kelley Branson (ETS)
Guest : Laura Marker (ETS), Nick Stratton (ETS)

Absent:

ATS : Ben Toms
CBE : Zeus Alcon, Yan Wang, Taylor Baker, Prof. David Wang
CEE : Neelufar Aghazamani, Thomas Mayer, Prof. Ryan Morrison, Hannah Gridley
ECE : Prof. Ryan Kim
ME : Caitlin Robinson, Prof. Haile Endeshaw
SE : Harshwardhan Ketkale, Prof. Jim Cale
Intra-departmental :
SBME : Will Raymond
Ex-Officio : Dr. Anthony Marchese (Assoc Dean AA), Kelley Branson (ETS)

Old Business & Welcome

Welcome and Minutes

- Carsten Dietvorst called the meeting to order and welcomed new members.
- The minutes from the February 4, 2020 meeting were unanimously approved and will be posted to the ESTC website by Kelley. These and other ETSC documents are available to ESTC members at the following:
[T:\Committees\ESTC](#)
- Carsten noted that 1 ECE undergraduate and an intra-department undergraduate position remain unfilled. Please reach out to individuals in your department to help fill spaces.

CFT Account Update

Laura Marker noted there is a significant amount of money that is either unaccounted for or unallotted. There are emails going out regularly reminding department heads to spend their remaining budget, but please reach out to your respective department heads personally. Carsten has reached out to Dr. Marchese regarding the Senior Design Lab, and while he has yet to respond Kelley and Carsten will follow up.

New Business

Budget Work for FY21

Budget expenses are paid for out of a pool of money set aside for the committee to self-upkeep, and are relatively straightforward.

Drew Rackow made a motion to approve the budget expenses line item. Michael Bell seconded, and the motion passed unanimously.

ITC and Student Wages

This line item covers wages for ESTC student employees, the Instructional Technology Coordinator, and the web developer wages. CSU has traditionally paid their student and technology employees well above the minimum wage, so the increase in expenses is due to the traditional cost-of-living and performance wage raises rather than due to the increase in the minimum wage rate. Carsten made a motion to approve the ITC and Student Wages line item. Michael Bell seconded, and the motion passed unanimously.

Other Allocations

The line item currently covers a contribution to the CSU Assistive Technology budget, a contribution to the I2P 3D Printing Lab, and a contribution to the continuance of Scott's building nitrogen supply. At this point, this line item excludes software as there are negotiations currently in progress with Microsoft and other software providers regarding license costs. These line items do not typically change from year to year as the contributions are to jointly-funded pools and the costs for said pools are typically static year-to-year. Michael Bell made a motion to approve the Assistive Technology line item. Carsten seconded, and the motion passed unanimously.

There was a brief discussion surrounding the merits of continuing to fund the I2P 3D Printing Lab, and the committee was generally positively disposed to continuing funding. Carsten made a motion to approve the I2P 3D Printing Lab budget. Jhordanne Jones seconded, and the motion passed

unanimously.

Michael Townsend made a motion to approve the Scott Nitrogen budget. Jhordanne Jones seconded, and the motion passed unanimously.

Lab Equipment

This line item covers the maintenance of the engineering computer lab equipment, including a 4-year replacement cycle for the engineering lab computers and virtual classroom servers.

The computer hardware replacement cycle is broken down into a continuous yearly replacement of a portion of the lab computers so as to evenly spread the cost across the replacement cycle.

This line item generally only covers the lab environments that all engineering students have access to; for example, the FPGA boards used in ECE102 are department funded rather than being funded by the ESTC.

Because of the distributed nature of the replacement cycle, the costs did not change significantly from last year.

Carsten made a motion to approve the Lab Equipment Replacement budget. Michael Sartini seconded, and the motion passed unanimously.

Carsten made a motion to approve the Lab Maintenance budget. Michael Bell seconded, and the motion passed unanimously.

A brief discussion regarding the furniture replacement cycle was held, and the more infrequent nature of the furniture purchasing and requisite budget forwarding was explored.

It was noted that for any given technology purchase, 20% of the purchase is allowed to be used for accompanying furniture; for example, a \$1000 laptop purchase could include an additional \$200 for a desk or other furniture items to be used with the laptop.

Johrdanne Jones made a motion to approve the Lab Furniture budget. Michael Townsend seconded, and the motion passed unanimously.

Loaner Pool

This line item covers the maintenance, upkeep, and replacement of laptops and projectors that are made available to students for borrowing. The loaner items are available for all engineering students free of charge through ETS. The line item has increased from last year as the previous year's budget was overspent.

Sydney McDonald made a motion to approve the Loaner Pool budget. Carsten seconded, and the motion passed unanimously.

Next Meeting

Dates for future meetings were discussed. Carsten will send a Doodle Poll out for the weeks of:

March 2 Engineering B101

March 26 Scott 229

April 6 Scott 203

Meeting was adjourned at 5pm.

Respectfully submitted by Drew Rackow with modifications by Kelley Branson.