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ESTC Minutes
Engineering Student Technology Committee
March 26, 2020
4-5pm
Microsoft Teams Meeting

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Present:
ATS : Jhordanne Jones, Prof. Michael Bell
CBE : Prof. David Wang
CEE : Prof. Ryan Morrison
ECE : Carsten Dietvorst, Drew Rackow, Prof. Ryan Kim
ME : Michael Sartini, Neelufar Aghazamani
SE : Jayesh Narsinghani
Intra-departmental :
SBME : Will Raymond
Ex-Officio : Kelley Branson (ETS)
Guest : Laura Marker (ETS)
Absent:
ATS : Ben Toms
CBE : Taylor Baker, Zeus Alcon, Yan Wang
CEE : Sydney McDonald, Thomas Mayer, Hannah Gridley
ECE :
ME : Caitlin Robinson, Prof. Haile Endeshaw
SE : Harshwardhan Ketkale, Prof. Jim Cale
Intra-departmental : Michael Townsend
SBME :
Ex-Officio : Dr. Anthony Marchese (Assoc Dean AA), Nick Stratton (ETS)

Old Business & Welcome
Welcome and Minutes
• Meeting was called to order.
• The minutes from the March 2, 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 updated the committee on the current FY20 CFT account:
    ATS still has a budget surplus, and Jhordanne Jones will follow up.
    CEE submitted a proposal, but it was significantly over budget and there was no followup from the department.
    ECE submitted a proposal for the clean room (with pre-encumberance) and a proposal for a second workstation (with re-encumberance).
    MECH has a significant budget volume remaining, and Michael Sartini will follow up.
    SBME did not submit a proposal and is currently over $6k under budget.

New Business
UCFT Meeting Recap and the Refunding of CFT
Carsten briefly summarized the UCFT meeting attended by Kelley and Carsten. Kelley and Carsten presented the budgetary loss from erroniously returned student fees. The UCFT agreed that the fees should not have been returned, but did not initially know how to resolve the issue. Kelley met with the College IT Director's (CITAC) group along with VP-IT/ACNS Director Brandon Bernier and the Information Systems representative a day later to continue to follow up. Brandon assigned Barb Gustison, accountant in the Library, to work with Laura regarding the lost revenue, but Barb has not followed up with the results of her research with the Registrar's Office.
There is not likely to be a meaningful resolution prior to the FY21 budget's due date.

Budget Work for FY21
Kelley noted that the CFT report due date has been moved from March 27 to April 10 so we have some wiggle room with budget and report.

Kelley volunteered to surrender all of the network maintence budget ($50K) as upgrades have been completed over the last two years. Department allocation will shrink from $200k to $70k with base allocations to each department dropping from $8k to $3k. Each department will have a budget shrink of 64%-68%.

Qiang Wang reported that the CBE department had lots of questions about the budget shrinkage and how long the refunds had been being made. Carsten and Laura noted that the refunds had been being made for at least five years, but it was not noticed as the budgets for the prior years had carried up to a half a million dollars of carry-forward and a small percentage of missing money was overwhelmed by the amount of money left to spend. Kelley and Carsten also noted that due to budget management turnover

there has been no consistent budgetary oversight.

• Carsten motioned to approve the change to the Network Equipment Replacement budget. Kelley seconded, and the motion passed with no objection.
• Drew motioned to approve the change to the Server Replacement budget. Michael Sartini seconded, and the motion passed with no objection.
• Drew motioned to approve the change to the Server Maintenance and Support budget. Jhordanne seconded, and the motion passed with no objection.
• Carsten motioned to approve the changes to the FY21 Department Allocations. Drew seconded, and the motion passed with no objection.

The Software budget will be voted on during the next meeting after corrections are made to the past charges. We are also awaiting our Microsoft charges for FY21. If they are not received by next meeting, we will go with last year's numbers.

Remaining Agenda Items
The remaining agenda items will be postponed until the next meeting.
Neelufar asked if the I2P Lab budget for FY21 should be re-evaluated. There was a brief discussion regarding I2P spending for the remainder of FY20 and whether student salaries would be impacted by the University closure resulting in a rescending of the approval of the I2P FY21 budget line.

The increased deduction for Assitive Technologies has yet to be factored into the budget, and will appear during the next meeting.

Next Meeting
Final Spring ESTC meeting date is:
April 6   Microsoft Teams Meeting - watch for an invitation from Carsten.

Meeting was adjourned at 5:05pm.

Respectfully submitted by Drew Rackow with modifications by Kelley Branson.