

**ESTC Minutes**  
*Engineering Student Technology Committee*  
April 6, 2020  
4-5pm  
Microsoft Teams Meeting

**Present:**

ATS : Jhordanne Jones, Prof. Michael Bell

CBE : Prof. David Wang

CEE :

ECE : Carsten Dietvorst, Drew Rackow, Prof. Ryan Kim

ME : Michael Sartini, Neelufar Aghazamani, Caitlin Robinson, Prof. Haile Endeshaw

SE : Jayesh Narsinghani, Harshwardhan Ketkale

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, Prof. Ryan Morrison

ECE :

ME :

SE : 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 26, 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](#)

**CFT Account Update**

The CFT budget is due April 10th to include carry-over justifications. Laura Marker has encumbered everything that has been submitted to her, and we are on track to have the lowest carryover in over four years. Laura will be sending out an email later this week with the finalized encumbrances.

**CFT Refunding Issue**

There has been no update from CFT regarding refunding, but the assumption is that it is taking a back-seat to pandemic management. Carsten, Kelley, and the next year's ESTC chair will be in communication during the off-season with any updates from the UCFT.

**New Business**

**Budget Work for FY21**

The Microsoft Software cost is not projected to change from FY20, but was projected to go significantly overbudget. To compensate, the FY21 Labs furniture budget was zeroed as most labs have received significant upgrades in the last few years. Laura noted that the Matlab campus license was updated, and the current higher value represents the true cost.

Drew made a motion to approve the Software budget. Jhordanne seconded, and the motion passed with no objection. Drew motioned to approve the increase to the Assistive Technology budget. Carsten seconded, and the motion passed with no objection.

Kelley reopened the discussion regarding the I2P lab funding as per the previous meeting. There was general agreement that given the uncertainty of the future, cutting the I2P budget was not a good idea at this time. Drew motioned to approve the current I2P Printing Lab budget. Jhordanne seconded, and the motion passed with no objection.

There is a \$12,037 unallocated budget surplus, and Kelley suggested that it remain unallocated for emergency use. Carsten and Jhordanne agreed.

Kelley briefly summarized the overall budget. Laura noted that the current revenue forecast for FY21 was appropriately conservative given the real FY20 revenue. Jhordanne inquired whether or not the shortfall had been completely accounted for, and Carsten confirmed that the budget had been balanced.

Jayesh asked if there would be an opportunity to re-evaluate the FY21 budget in the future. Kelley confirmed that if there were

significant positive revenue changes (such as a favorable CFT decision), the budget overflow could be addressed by next year's committee but the budget itself, after approval, cannot be changed. Only shortfalls or overages can be addressed in the actual account. Jayesh clarified that he was inquiring if the System Engineering department enrollment increased noticeably over the forecasted values whether the 0% allocation would be adjusted. Kelley noted that the department budgets were set, and if there was a significant enrollment increase beyond projection than the surplus could be distributed by next year's committee.

Drew motioned to approve the ESTC budget for the 2021 fiscal year. Michael Bell seconded, and the motion passed with no objection.

#### **CFT Refund Decision and Planning**

Kelley noted that there wasn't much that could be planned for given the current environment. Carsten agreed, and added that the discussion could be postponed until next year. Michael Bell suggested that a CETC meeting could be called if necessary.

#### **ESTC Chair Nominations**

Carsten will send out an email by the end of the day to call for ESTC Chair nominations. If anyone has a nomination, please submit to Carsten via email no later than 4pm Friday April 10. Depending on the volume of nominations, a follow-up email with voting details or a notice of chair election will be sent by Friday.

#### **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 rescinding of the approval of the I2P FY21 budget line. This is unknown. Kelley found out the next day that the I2P Lab is running and actually producing Person Protection Equipment :)

#### **Next Meeting**

Online ESTC Chair nominations and voting (if necessary) will take place online. This concludes this year's ESTC meetings. Kelley noted that she is happy to write letters of participation for anyone wanting one who actively served on the ESTC this year for resumes. Just email her.

Meeting was adjourned at 4:50pm.

*Respectfully submitted by Drew Rackow with modifications by Kelley Branson.*