

**ESTC Minutes**  
*Engineering Student Technology Committee*  
March 5, 2021  
1-2pm  
Microsoft Teams Meeting

**Present:**

ATS : Kevin Yang, Prof. Michael Bell

CBE : Lauren Robertson

CEE : Danny White

ECE : Drew Rackow (Chair), Peter Walsh, Yifan Yang, Prof. Ryan Kim

ME : Olivia Brown, Prof. Haile Endeshaw, Sydney McDonald

SE : Hamza Ahmed, Prof. Jim Cale

Intra-departmental :

SBME :

Ex-Officio : Kelley Branson (ETS), Dr. Anthony Marchese (AD)

Guest : Laura Marker (ETS), Nick Stratton (ETS)

**Absent:**

ATS : Lee Brent

CBE : Yan Wang, Mason Vess, Prof. Jean Peccoud

CEE : Claire Paschke, Lily Drum-Parce, Prof. Ryan Morrison

ECE :

ME : Michael Sartini

SBME : Will Raymond

SE : Jayesh Narsinghani

Ex-Officio:

**Old Business & Welcome**

**Welcome and Minutes**

- Welcome everyone!
- The minutes from the February 23, 2021 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>

If you are unable to get into this drive space, let Kelley know.

**Old Business**

- There is a need to report spending this semester and make a request for carry-over for next year. Some departments have spent their funds already, but other departments have not spent their technology fee funds. If a department wishes to carry

these funds over, they need to provide Kelley with a justification by March 12 because Kelley and Laura Marker need to provide that request to the university by March 19. Here is the remaining funds as of today:

ATS \$2620 (\$15,808.05 is encumbered and must be justified or spent)  
CBE \$1930  
CEE \$18,650 (\$660 is encumbered and must be justified or spent)  
ECE \$10,810  
ME \$0 (good job!)  
SBME \$2500  
SE \$3600

## New Business

### Budget Work

Kelley shared a draft budget for FY22, including the final budget categories.

Business Expenses (\$2,620) – this line item includes bad debt, COVID related expenses, other random expenses that are difficult to track down a budget category for. **A budget of \$2,620 was approved unanimously.**

Wages (\$253,900) – this includes salary for Academic Technology Manager and fringe benefits (\$97,000) and student wages (\$156,900). Drew Rackow asked questions about cost of living and wage increases for these employees. The funds are showed as being flat. Last year we received no increases in wages and we are anticipating no increase in wages. Anthony asked questions about how mandatory minimum wage increases have affected the student employees. Kelly indicated that the mandatory wage increases have not yet impacted this line item yet because ETS was paying the student workers above the minimum wage increases. Laura Marker indicated that we will have carry forward in the student employee line item. **A budget of \$253,900 was approved unanimously.**

Other Allocations (\$122,200)

I2P 3D Printing Lab (\$30,000) – The lab is still being heavily used, they have been upgrading and adding new printers. The lab is now being run by Steve Johnson and James Tillotson. ETSC has been funding at this level for the past 5 years. Drew Rackow mentioned that he has not gotten much information on the lab. Anthony will follow up with Steve and James on the communications.

Assistive Technology (\$5,500) – Laura mentioned that this line item should not really show up as an expense because this committee does not have any control over that line item. Drew requested that the spreadsheet be modified so that it does not look like an expense. Kelley responded that this is a legitimate expense and thinking like a student they would want to see this line item since it does ultimately come from student fees. **A motion was made to move this line item to its own section in**

**the budget. This motion was approved unanimously.**

Scott Building Nitrogen (\$0) – No request was made this year for supporting building nitrogen. This fee was for filling the tank, but because of some changes in how that tank is filled there was no request this year.

Software Request (\$89,400) – Adobe acrobat for students will no longer be supported or charged, which saves \$5,915. Other requests are similar to last year. **A budget of \$89,400 was approved unanimously.**

Loaner Pool (\$5,200). This budget item is for loaner laptops and it includes laptops and projectors at Glover and Foothills. **A budget of \$5,200 was approved unanimously.**

We did not get through the entire budget.

### **Next Meeting**

Upcoming ESTC meetings:

March 12, 1pm Teams

March 23, 4pm Teams

April 6, 4pm Teams

April 27, 4pm Teams

A Teams invite was sent already -- ping Kelley if you did not receive this.

Meeting was adjourned at 1:55pm.

*Respectfully submitted by Dr. Anthony Marchese with additions from Kelley Branson*