Present:
Sean Freeman (ATS), Erik Nielsen (ATS)
Mohammad Tanhaemami (CBE), Prof. Chris Snow (CBE)
Ian Stockdill (CEE), Prof. Joe Scalia (CEE)
Dylan Machovec (ECE)
Kristen Jackson (SBME)
Andrew Jones (Chair, ME), Bryan Burk (ME)
Kelley Branson (ENS), Nick Stratton (ENS)
Daniel Dauwe (guest-ECE)

Absent:
Prof. Michael Bell (ATS)
Noah Beck (CBE)
Luke Flores (CEE), Megan Scott (CEE)
Al Alothman (ECE), Cameron Key (ECE)
Sarah Martinez (ME), Prof. Tammy Donahue (ME)
Zachary Gebhardt (intra-departmental), Maryam Tidjani (intra-departmental)
Anthony Marchese (Assoc Dean AA)

Old Business & Welcome
Welcome and Minutes
The sign-in sheet was passed around. The minutes from the October 24 meeting were unanimously approved. (See ESTC website, https://www.engr.colostate.edu/students/current-students/estc/)

Matlab Update
Nick Stratton reported the Matlab university license finally got approved by all colleges and is now moving forward. Currently waiting for Natural Science’s account numbers for the PO. Dec 1 is the target date for implementation but may be pushed back due to Natural Sciences. After the PO is issued, the process should be quick and easy.

Students will be able to download Matlab on their laptops through a custom portal, and we will have unlimited Matlab and associated Toolbox licenses (up to 50 toolboxes). Every single Toolbox that had five or more seats on it is covered. There were three Toolboxes within Engineering not covered but they had under five users each and these groups will need to pay only $50 for a year of use.

Poster Cutter
Magellan:
ENS Lab Manager Nick Stratton and Andrew Jones took a look at Magellan and determined that a poster cutter will fit in there, preferably on it’s own table. They identified the following cutter as being the cutter of choice. Nick would like to see a shallow table to hold a cutter.

- $480, cuts 51 in paper. Self-sharpening blade, this can cut posters from the 44 in plotters, which are the standard plotters to use for posters used in presentations: http://www.staples.com/51-1-8-Professional-Rolling-Paper-Trimmer/product_103452

Atmos Sci:
Sean Freeman reported that they are still talking about where to put a cutter in the main Atmos Sci building.
Scott:
Andrew will talk to Charlotte Mitchell about the space she identified.

Vote was unanimous for poster cutter identified above. These will be purchased as each space is confirmed.

**ESTC Positions Unfilled**
ECE is missing a faculty representative.
CBE is missing an undergrad representative.

**New Business**
**Laptop Reservations**
ENS asked for the ESTC's blessing to be able to loan out laptops which are reserved but not picked up. ESTC gave permission unanimously.

**Spring Semester Meeting Days & Times**
It was suggested that Andrew send out an email to find out when people are free after the first of the year.

**Next Meeting**
A poll will be sent out but plan for late January or early February.

*Respectfully submitted by Kelley Branson*