

TECHNOLOGY FEE INVESTMENT PROGRAM
FEE COMMITTEE
November 20, 2006

Present

Layne Arthur (laynearth@hotmail.com)	UMAAS (Master Arch.)
Mike Von Tiesenhausen (mikevontiesen@hotmail.com)	SAS
Gershon Richter (umrightg@cc.umanitoba.ca)	ED2
Justin Lee (meejustinlee.ca)	UMAPS
Dawn Harris (dharris@acornhill.ca)	LASA
David Witty (wittd@umanitoba.ca)	Dean
Chris Leigh (leighc@cc.umanitoba.ca)	CADLab
Robbin Watson (watson@cc.umanitoba.ca)	Finance

Absent

Kira Gerow (PM) kiragerow@hotmail.com
Erika Sammons (ID) umsammo0@cc.umanitoba.com

1. Election appointment of student co-chair (Dean is other co-chair)

Motion: That Dawn Harris be nominated as student co-chair.

Moved: Justin Lee. **Seconded:** Mike von Tiesenhausen **Carried.**

2. Appointment of secretary for minute taking

Donna Mamott, Office Assistant, 201 Russell Building

3. Old Business

a. Status of JAR security

Planning for security in JAR had been deferred two years ago due to lack of funding. It would now cost approximately \$106,000 to have proper security in place in this building - which is double the original estimate of two years ago. The plan is that everyone would need to "swipe in" to gain access to each floor. The wall by the garage door would also need to be closed off. These plans are in the process of being finalized.

b. New BxW plotter

There needs to be a tracking system put into place whereby we can monitor the usage of this piece of equipment. With the Novell system that we have in place right now there is no way to monitor who is using

the plotter. We need a systems upgrade at a cost of \$16,000 for a server that would allow for this monitoring to take place. We would like to see the new system in place for September 2007. The only way payment can be collected for the plotter, at this point, would be to use the honor system – which would be based on “pay per use” (50 cents per linear foot). A sign with instructions for the “pay per use” system is already in the process of being set up.

Motion: that the honor payment system be used until Christmas on a 24 hour basis. If the honor system doesn’t work a technician will be chosen to monitor printing activity and the hours will be limited to 9:00 am – 5:00 pm.

Moved: Justin Lee **Second:** Gershon Richter **Carried.**

c. Equipment follow-up from April 2006 Meeting

- **Digital Cameras**

We have only three small cameras. Two of these need to be replaced as they are not working.

We should keep in mind that we want the best quality camera for our money and allocate a dollar amount.

A digital SLR camera costs approx \$2,000 with accessories. A macro lens will add another \$600 - \$900 to the cost. A wide-angle lens would add another \$1,500 to \$2,000. We should start with one good camera – a high quality digital SLR, at a cost of approx. \$5,000.

Motion: that up to \$5000 be allocated to purchase a quality SLR digital camera and the necessary accessories.

Moved: Justin Lee **Seconded:** Layne Arthur.

Chris Leigh will work with Justin Lee to identify an appropriate make and model of camera and purchase same.

- **Printers for Studio Space**

Cannot get printers until the printer problem is addressed.

- **Tabloid Size Scanners**

Tabloid scanners need upgrading. They are very slow and poor quality. Chris indicated that if new scanners were purchased, there are newer computers than could be used to run them. If those computers do not prove adequate then new computers may have to be bought to support them

E-size scanner is fine.

Motion: that two new tabloid scanners be purchased at a maximum total cost of \$6,000.00 for both.

Moved: Gershon Richter **Seconded:** Mike von Tiesenhausen
Carried.

- **Laser Cutter**

A laser cutter for students would cost \$20,000.00

A CNC machine would cost between \$60,000.00 and \$80,000.00

We need proposals on paper along with terms of reference to clarify the need for this equipment.

4. **Financial Report**

(See attached document)

Please note: that at the end of the fiscal year there was \$170,000.00 left in trust not \$200,000.00 as stated during the meeting.

5. **Items to consider purchasing**

- a. **LCD equipment for classrooms.** The Dean indicated that he would approach the University's central administration to cover the cost of equipment for 214 JAR and Centre Space. It would cost approximately \$22,000.00 per room for LCD equipment (DVD, VCR, speakers, aux. inputs and computer). He asked the committee to consider paying for equipment for 209, 210, 211, 213 out of tech. money.

There needs to be research done to see what type of technology is used in rooms 209, 210, 211, and 213 and the frequency its use in before spending money on new equipment in these rooms.

Motion: That tech fee money be used to wire two classrooms and purchase appropriate LCD equipment at a total cost of between \$40,000 and \$45,000 provided that university administration covers the cost of wiring and LCD equipment for – 214 JAR and Centre Space.

Moved: Mike Von Tiesenhausen **Seconded:** Gershon Richter
Carried.

- b. **3 axis router (\$6,000.00) and 5 axis router**
Need to do some research to determine which equipment would be most beneficial; a survey should be taken.
- c. **Other items**
 - 3D Printer
 - Stratus Prototype Work Laser
 - Vacuum Bed Plexiglass Router (\$40,000 – high end)

6. Call for proposals

There needs to be more student input into suggestions for purchases from tech fees, We will be calling for proposals regarding equipment purchasing with a deadline for submissions set at end of January in order to determine how to allocate funds. Mike will draft up a poster regarding the call for proposals.

7. Policy Development

Operational funding for tech fee equipment

Needs to be clarified how operational costs for equipment purchased with tech fee money will be covered.

Overall printing issues and rush fees

Chris indicated there had been no change in the rush fee policy. Students need access to a 24 hour-system than works. We need to request consideration of a new printer system that is effective and efficient. Gershon stated that any new server system needed to include a new printing system, preferably one that is student-card driven. A cost should be determined for such a system.

8. Service Provision

To be discussed at next meeting – how student needs are going to be met with respect to printing, software and hardware assistance.

9. Communications

Recognition of Tech Fees

We should have plaques on each piece of equipment to acknowledge it was purchased with tech fee money. Mike will look into options available.

General Information about what tech fee is used for

There is general information on the website about the Technology Fee Investment Program Fee Committee, this site is not being maintained at present. Information entered must be coordinated with CADLab. Gershon will be in charge of updating information with CADLab. Mike and Dawn will work on the posters. A list of Tech Fee reps phone numbers and e-mail addresses should be posted on bulletin boards.

Motion: that a communications budget of \$200 be established.

Motion: Layne Arthur

Seconded: Mike. Von Tiesenhausen

Carried.

10. Conclusion

In January, once everyone has had the opportunity to review their schedules we will decide on a date for the next meeting.

Motion: to adjourn the meeting

Moved: Layne Arthur.