

**TECHNOLOGY FEE INVESTMENT PROGRAM**  
**FEE COMMITTEE MINUTES**  
**MONDAY, FEBRUARY 4, 2008**  
**11:30 AM**

**Present**

David Witty, Dean (Co-Chair)  
Erin Ames, Masters Architecture, UMAS (Student Co-Chair)  
Rueben Koole, Masters City Planning, UMAPS  
Randy Wong, ED3, SAS  
Maria Baumgartner, Masters Interior Design, IDEAS  
Chris Leigh, CADLab  
Jean Trottier, Faculty, CUC representative  
Donna Mamott, Graduate Programs Assistant (Secretary)

**Absent**

Robbin Watson, Budget Officer  
Justin Neufeld, ED3, LASA  
Daryl Holloway, ED1  
Joshua Adria, ED2

**1. Business Arising**

**Laser Cutters**

- David Witty noted that a scrubber and small Laser Cutter are now hooked up and ready to go in Woodshop.
- Erin Ames suggested that the laser cutter should be running off Autocad instead of Illustration and Chris Leigh stated that this would be easy for him to correct.
- David Witty explained that there is a large laser cutter on order but that it would not be operable until a proper ventilation system was in place.

**Video Editing**

- Chris Leigh noted that the video editing room has not yet been constructed (to be located in Rm 111A, Architecture II Building) We are waiting for Physical Plant to install a door for this room, which is holding up the process.

- In the interim, video editing software and hardware are readily available in the computer lab.

## **2. New purchases requested**

- Erin Ames recommended that new chairs be purchased for CADLab as we do not have enough chairs in that space and the one we do have are very uncomfortable.
- When it was suggested that new printers were a necessity as the existing ones were inaccessible and of poor quality, Chris Leigh informed us that 8 new printers were on order consisting of 2 color and 2 black and white printers for both the Architecture 2 Building and the Russell Building.
- It was recommended that we purchase a binding machine and place it in Rm 120 Architecture 2, CADLab.
- City Planning students would like to purchase digital recorders for conducting interviews, five of these would be greatly appreciated.
- SLRs were also requested, but no specific number was mentioned.
- It was also decided that more scanners were needed but we still need to decide how many. It was suggested that these scanners be operated by TA's in order to control the problem of items being scanned that can scratch and damage the glass on the scanner as glass replacement is very costly.
- Students would also like to acquire another snake camera to enable them to take pictures inside models that they build.
- Maria Baumgartner mentioned that the purchase of sewing machines would also be a good idea, if we could get machines equipped with sergers would be even better, they could be placed in the Woodshop or Fabrication Room.

## **3. Issues Brought Forth**

- Should give some thought to hiring a part-time plotter to make it more accessible
- As the CNC and lasercutter can only be operated by certified users we should think about offering training in proper use of the plotter as well, this would be another way to make the plotter more accessible to students
- City Planning students are frustrated at having to pay a \$400 tech fee when the equipment they require is not yet available
- We have spent \$80,000.00 on a swipe card system that can not even be used because Physical Plant has not yet installed the security door required. David Witty has spoken to Brian Rivers stating that something must be done quickly to rectify this situation.
- Students need a space to photograph their models, somewhere with an appropriate backdrop and adjustable lighting. It was suggested that Rm 111 or Rm 112 be used.

- Would like a room set up in the Architecture 2 Building where printing and photocopying could be done on weekdays, evenings and weekends. The printers should have the ability to produce top quality 11" x 17" copies as well as being able to do duplex work. Look into the possibility of having TA's man this room.

**4. Financial update**

See attached Technology Fee Financial Report as at December, 2007.

**5. Next Meeting**

The next Tech Fee meeting will be held on Monday, February 25, 2008 in the Russell Lounge at 11:30 am.