

ALC Summary
August 27, 2015
ET 206

Present: Mary Jane Casiano, Carol Dostal, Abdullah Eroglu, Linda Hite, Kim McDonald, Joseph McKenna, Peter Ng, Carlos Pomalaza-Ráez, Mike Pressler, Dawn Renner, Gary Steffen, Nashwan Younis

Carlos stated that future meetings will start at 2:30 – 3:30 (may have to run over to 4:00p.m.). Nash and Carlos have to leave to get to lectures in other buildings.

Student Success Center, The Help Corner: Dawn said they were busy handling NSO check-in last Friday to welcome 1700 students. They also attended at BBQ event of 600 students at student housing. Today she was at a breakfast in Kettler – so they are trying to make their office to students and others across campus. They are also working on marketing materials for their tables. They will have an open house for the Student Success Center and also for The Help Corner. They plan to visit the various classes. Working with Marketing to make the center more visible. There is a website now on our ETCS page. The hiring for The Help Corner should be complete in a week or two. They will have a table at the MAC event. On the 17th, Gary and Dawn will be at a skilled trade expo for the City of Fort Wayne. Nash asked that they put The Help Corner flyers by ET 311 and 315 showing the days/hours when open. Carlos suggested information be added to the syllabus like ENGR 127 and 128 (especially for new students).

Budget and Aramark contract: Joe is working on accounts that were carry forwarded and should not have been.

There were several meetings on the Aramark contract and there was a question about the definition of “catering.” Vice Chancellors McClellan and Wesse provided this definition. ANY food or beverages purchased with University funds (include general, misc. revenue, any cash funds, and gift funds). Holiday Inn is considered off campus while the Alumni Center is considered on-campus. Aramark has the right of first refusal and is the first point of contact. Only IPSGA and student organizations have the right of first refusal should Aramark not be able to provide the food or service they are seeking. Joe did indicate that foundation accounts are exempt. Each department is asked to gather feedback on the service and costs involved in their catering.

Outreach: Carol distributed a copy of the annual Outreach Report showing every event. She also passed out a Calendar of Events for Outreach programs. However, some of the workshops may not be listed. Those highlighted in green are events where volunteers are needed. At First Lego League, Carol showed PPT slides created by some of the departments (OLS, CEIT, ENGR) which give the college more visibility. These are old slides and if you want to provide something let Carol know. Carol also has a student database of high students that she is willing to share with Dawn or the departments. There has been interaction with some of our ETCS students and the high school students during the bridge building contest. Carol talked about providing cash awards to the student volunteers. Carol received a picture of the winning ETCS First Lego League team which she shared; they won \$20,000 and the Global Innovation Award. They beat out 522 teams from 22 countries. Carlos is going to discuss with Carl the load that Carol has now with all the Outreach Programs in ETCS and across campus specifically the Science and Engineering Fair.

Scholarships: Mary Jane reminded everyone that the scholarship luncheon is on September 21. It was moved to the fall in hopes that more students would be available to attend. She also mentioned that there are two other outside scholarships: the Franklin Electric and ASPE that have extended their

deadlines to August 31 (more information is on our ETCS website). She asked the chairs to remind their scholarship recipients to RSVP for the luncheon and to invite a representative from the department's scholarship committees from last spring.

Status of ET Network & Labs: Mike said with the summer changes (change hard drives and installing ram) in our building it became a rush to get the lab images completed. ET 311 is about done. There may be some issues with configuring the labs correctly or having the proper licensing for software. IT has taken over as the licensing manager on some areas that Mike covered previously. Mike asked that you let him or Carlos know if there are any problems. Carlos will bring up any issues to AOC.

Printing in the labs was discussed. Students have been printing in labs considered outside their program and then that department is charged for the paper and toner. In order to not overcharge, students should print only in the labs associated to the departments according to the class rosters. Right now students are restricted to printing up to 150 copies. Ideally we would like to have our students print in any of our laboratories. For finals, instructor must email Mike and Mike can set up the labs for open printing. There may have to be further discussion if there is an increase in costs in a lab for specific departments.

Some asked about the "slide keys" installed outside the rooms as to when they would be active. At this time Physical Plant has not done any more on them.

Submitted by,
Mary Jane Casiano, Secretary