**STFC Meeting**  
April 9th, 2021  
2pm-4pm

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Aiden Helt</td>
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<td>Fanny Castro</td>
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<td>Lydia Abduli</td>
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<td>Paul Zuber-Fantulin</td>
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<td>Ray Lee</td>
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<td>Sarabjot Singh</td>
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<td>Siddarth A Sheth</td>
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<td>Vanessa Sundita</td>
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I. Call to Order - **2:04 PM PST**

II. Roll call

- Attendees - Patrick Pow, Joshua Gibson, Forrest Tyree, Sean Schmidt, Elizabeth Hansen, Paul Lovelady, Christopher, John Stevens.

III. Open public forum

IV. Approval of agenda and previous minutes

- Approval of agenda moved by **Nolan 8 - 0 - 0**
- Approval of past minutes (April 2) moved by **Nolan 8 - 0 - 0**
- Approval of past minutes (March 12) moved by **Nolan 8 - 0 - 0**

V. Discuss possible new requests from SAFC

- Nolan gave an overview of last week’s meeting

VI. Start review at allocation **22A022** covered by **Aiden Helt**

- Proposal for new TLC space.
- To fund 3 computers on an annual basis.
- The computers mentioned are not the standard issue computers. Proposal mentions they will be used for Quantitative purposes thus requires a higher configuration level.
- Forrest mentioned to check the warranty/maintenance period. Dell provides standard 3 years warranty and requires warranty extension for the fourth year.

VII. Start review at allocation **22A001** covered by **Aiden Helt**

- Proposal to hire 12 student workers for $14/hr for IT services.
- Given rate is above minimum wage. One of the reasons might be the projected increase in minimum wage level.

VIII. Start review at allocation **22A002** covered by **Aiden Helt**

- For IT training programs. Currently have 5 students and want to continue the same. Proposal for increasing the number of students to 6.
- Given rate is above minimum wage. One of the reasons might be the projected increase in minimum wage level.
- Joshua explained that the training was effective even in the current pandemic situations.
- Recruitment is carried out via Handshake
IX. Start review at allocation 22A003 covered by Aiden Helt
   • Proposal to hire 3 students for Media Technician students.
   • It is an ongoing program.
   • Students will be trained with A/V setup.
   • Given rate is above minimum wage. One of the reasons might be the projected increase in minimum wage level.
   • Correction on form - Not one time. It is a recurring proposal.
   • Paul Lovelady gave an in depth description of what the Media Lab does.

X. Start review at allocation 22A005 covered by Aiden Helt
   • Proposal for printer supplies.
   • Supports free printing for UW Tacoma students across campus.
   • Have been used during the pandemic as well.
   • PaperCut is the software used for printing.

XI. Start review at allocation 22A004 covered by Aiden Helt
   • Proposal to hire 3 student Media Technicians on campus for document accessibility.
   • Student employees will help support all document accessibility issues including panopto.
   • Will be trained by Media Lab staff.
   • Given rate is above minimum wage. One of the reasons might be the projected increase in minimum wage level.
   • Correction on form - Not one time. It is a recurring proposal.

XII. Start review at allocation 22A031 covered by Siddharth Sheth
   • Proposal to acquire 20 new laptops and related security softwares for Computer Services.
   • All current laptops have been checked out in Fall 2020.
   • Correction on form - Has been approved by the Department head.
   • Cost of each laptop will be around $900 instead of the mentioned $1400.

XIII. Start review at allocation 22A032 covered by Siddharth Sheth
   • Proposal to acquire 11 laptops by the Science and Mathematics departments.
   • Comment by Forrest that each department student has access to the general available laptops. Why does each department need their own laptop inventory?

XIV. Start review at allocation 22A033 covered by Siddharth Sheth
   • Proposal to buy subscription of HootSuite software by the student life department.
   • Currently the student life uses their free subscription.

XV. Start review at allocation 22A034 covered by Siddharth Sheth
   • Proposal by the IT department to acquire Audio podcasting Kit.
- Correction in the proposal - All previous dates mentioned are typos and should be referred to as 2021-2022.
- Maintenance and assembling is supported by the IT department.

XVI. Start review at allocation 22A035 covered by Siddharth Sheth

- Proposal to acquire Wifi services for the parking lot.
- Access points required for the service are already installed in the Cragle parking lot.
- The cost is on the higher end as the route of wiring is undetermined.

XVII. Final Thoughts:

- Patrick and Sean - We need to start filtering the proposals for final decisions.

Announcements

End of meeting - **4:00 PM PST**