

# IEEE Executive Committee Meeting

April 3, 8:00pm

Last meeting date: March 13, 2003

Today's business

- Old minutes 2003-3-13: *Correction:* Toner guy owes \$32
- 2003-1-13: Bear: Accounts? *Tabled* until Spring quarter meeting
- 2003-2-20: Bear to create online request form for CyberSlug shirts *Tabled* until Spring quarter
- 2003-2-20: Eric's digital pictures of CyberSlug shirts
- 2003-2-20: Dev to order CyberSlug polo shirts
- 2003-2-20: Dev to create secretarial system
- 2003-2-20: fire to e-mail dcosby for additional shirt space: No-can-do: lockers unavailable
- 2003-2-20: fire to finish shirt inventory
- 2003-4-1: Tours (\$40 to IEEE per tour from SoE); training Friday 4/4 11am, BE318
- 2003-4-3: Toner recycling: got check today from S. Schwartz
- Bank run...
- General meeting: 4/7, 7pm. Guest speaker: Professor Richard Hughey  
Who's buying pizza?  
From Dean's Council: Graduation and ABET committee member volunteers  
From Dean's Council: Telemarketing the SoE volunteers. When?  
2003-3-13: Gavin's questionnaire  
IEEE + Micromouse + Davis (see below)
- IEEE goes to Davis: 4/12. Leaving Baskin 6:50am (yes, that's early)  
Picnic Day and Micromouse competition. To date: 5 RSVPs
- ExCom meeting: 4/10, 8pm
- General meeting: 5/6. Guest speaker: Intel fabrication
- General meeting: 6/4. Guest speaker: SC Games founder
- IEEE Region 6 Central Area Spring meeting and conference 5/3/03 at the UOP, Stockton

2003-3-31: SWE officers meeting cancelled

2003-4-x: New room policy and status

- Snack bar status
- Installation of LCD
- Communications with dcosby in facilities:
  - I am quite unclear about the entire room. Whoever is the staff or faculty advisor to the organizations needs to step up and provide some leadership.
  - Phones: How many phones needed. Assume one, and that will be campus only unless directed by Asst. Dean to be otherwise. Who pays for the monthly cost? SoE of what? Where in the room? I think the existing jack is in the front of the room near the electrical panel. I assume a campus phone would be a given. For access level beyond that I need direction from a sponsor. I do not know what accounts will pay the monthly costs. Facilities will pay the one time fees associated with moving or installing an extension on the existing voice jack.
  - Membership lists for all groups: How will you manage access internally? Who will provide Facilities with lists and be the authorizing agent? Or will there be more than one? Will that work?
  - Design issues: BE 164 = 362 sq. ft. (BE 62B is 131 sq. ft.) According to Virginia Carrillo 164 is to be shared by four groups. There is less than 100 sq. ft. for each group. Electrical code requires 36 inches free floor space maintained at the electrical panel. ADA and Fire codes require that aisles can not be narrower than 36" and 42" may be required. Wheel chairs are provided access to all parts of the room and must be provided 5' turning circles to avoid "trapping". As much as possible we will provide the furniture and dividers you request. Tall furniture and dividers must be secured, or otherwise stabilized, for seismic safety. We are hunting the liquidated furniture market for chairs. Until we find a deal the school, and Purchasing, will approve we'll have a chair crisis.
  - Furniture: Meeting table? (We're having a chair crisis right now. Too many butts. Not enough seats to catch them all.) May be able to provide some locking file drawers.
  - Computing stations: How many? Where in the room? (You should work with Lynne Sheehan on this once the room materializes.) Pending the results of the Dean's Student Affairs meeting, a layout of the room must be developed. Placement and security of IEEE machines can be worked out then.
  - Tour: Coming soon upon request.
  - Lockers: I do not have an array of small lockers apart from a bank of lockers for the use of bicycle commuters. That is in the basement.  
I thought you were looking for a large double door cabinet to keep t-shirts and clubs supplies in. I do not have that either. I think any of these items will have to be purchased and I unable to provide that without direction. If, should you get lockers, you allow the members to provide their own locks on lockers, you will virtually be giving those lockers away and out of your control. Such lockers would be managed with built-in combinations or school provided combination locks, and at that, lockers are difficult to manage.  
I met with the Fire Marshal last week to gain approval for lockers for the MEP program.

He would allow them in only one place, the small hallway outside BE 189A, and every inch of space he would allow will be taken by these lockers. He will not allow lockers in the main corridors anywhere on the first floor. Our discussion did not concern the other floors or if anything might be possible there. Lockers within the room will take away very precious space.

You may remember we had trouble with placement of the old homework shelves on the second floor, not from fire code at that time, but from faculty who did not want the student traffic the shelves attracted near their offices. Expect such opposition again. Those shelves were eliminated as much for both privacy and noise issues.