University of Toronto
Faculty of Information
Student Tech Fund Committee Meeting
31 May 2012
7th Floor Student Lounge, Bissell Building
Present: David Jorjani, Jennie Fiddes, Emily Porta, Jessica Gallinger, Mari Vihuri, Ivan Sestak
Absent: Rebecca Michaels, Stephanie Quail

Meeting begins: 5:41pm

[NOTE: most action items resulting from the discussion of purchases to be found on the "Tech Fund: Need to Buy/Do" google doc.]

1. *Update on recent purchases:*

- podcasting equipment is in circulation
- inforum computers are here, Gabriel the sys admin has resigned, as a result things have been delayed, the computers should be in sometime next week

2. *Discussion of new purchases:*

- Buying Onenote: we have onenote but it's not installed, Ivan will make sure this is on the computers
- the new workstations will have it as it's part of the 2012 package
- Should we purchase new whiteboards? There will be changes in the Inforum, so we might not want to buy anything for the Inforum study rooms right now.
- Jessica to look into finding out who the student rep for the office of space management is (space and planning committee)
- furniture won't be an issue, we can purchase anything for the workstation area as it won't be affected by any changes to the study rooms, etc.
- Ivan suggests having a few focus areas that we can focus on funding LONG TERM, be vague on specific technology
- better to buy cyclically, then we don't have to constantly discuss IF we're going to buy stuff, just the specifics of what we're going to buy
- look into what brand of video cameras we should buy
- we buy from Vistek, they have a good price for cameras
- we should look in to whether people want to develop for mobile electronics,
- Jessica: there's a complaint that there's no SPSS licenses, but the class that needed them does not exist this year. But we need to purchase them anyway for Mike McCaffrey's class. We will be buying 8 licences. This will be charged to the faculty
- App and game development: if we want to be able to develop for apple and android etc. then we need developer accounts
- David suggests we should create a spreadsheet to show what we've purchased, when it needs to be updated. This would help the future tech fund reps.
- David asks: do we have a policy for getting rid of old technology? Yes, but it has been put on hold, the refresh policy was not approved for funding reasons, the faculty does not want to commit to a cyclical policy of replacing technology
- Ivan to forward these policies to us
- new laptop purchases should also be part of the cyclical buying strategic plan, so we are not locked into one particular model, etc. but we always know when we have to buy them and that we have to buy them for sure.

- Jessica has the name of a company that does sustainable furniture, she will email this to the tech fund
- Furniture purchasing for the Inforum:
  - the preferred supplier is too expensive
  - need to get price quotes on the workstation furniture
  - we need to get the price quotes on furniture before anything else because it will affect everything else we can do
- MMsT workshops and purchases
  - we NEED a good camera for workshops
  - MMsT used to have a professional skills series, haven't been done for a few years because of no faculty support
  - Jennie and Rebecca met with Kara and Matt Brower, came up with a list of ideas for workshops that are practical
  - Sue Maltby will teach the box making workshop, she has already agreed to teach it
  - MMsT students don't need to take specific classes in order to take the workshops
  - Rebecca met with Glen M. to talk about getting a wall in room 119 in order to practice hanging things on
  - Glen says this is doable and he is looking into a quote for it
  - he said he can install it in a month, hopefully we can have this for september
  - want to use professionals as instructors, could be expensive, need to limit the number who participate because they are labs
  - will need materials, can limit the number of materials we buy by limiting the sizes of classes
  - can also have an iTea or two about these topics
  - Jennie and Rebecca will get back to us with price quotes and specifics about what workshops they want
- MMsT-specific purchases:
  - MMsT needs to buy databases for collections, currently we do not have this and we NEED them, it is very practical
  - Jennie has been investigating them, there is no standard one, but there are three main ones.
  - we are waiting to hear back from the other vendors for price quotes on these. It is most likely around 2 grand, and is a one time purchase
- Development space for students - Ivan:
  - this would be good for personal websites, databases etc. With our strategic plan we can make this part of the infrastructure of our services
  - we only have a certain number of IP addresses
  - Half a dozen or a dozen servers over the next few years
  - Ivan will order the memory to start us out (about $3 grand).
  - we wlll need a workshop on HOW to use this stuff
  - feedback.ischool.utoronto.ca - recently completed, beta feedback engine for the iSchool, so we could use this to try and get feedback from people who want to use this developer stuff (we can use this in about a week)
- Jessica suggests: purchase plates that are reusable when we get access to a dishwasher
- Jessica report from the faculty council meeting:
  - at the last faculty council meeting Jess went over the tech fund information, Wendy Duff asked what the relationship between the Tech Fund workshops and Inforum workshops are. We need to communicate with the Inforum about the workshops to make sure there's no overlap, etc.

- we need to have a meeting just for workshops
- IT academy:
  - there are roughly 25 - 30 people that have signed up for at least one of these things. The most popular stuff is basic office skills
  - Emily will advertise this again on the Facebook page

3. *Marketing and improving communications:*

- we can use the MISC purchases TV's, it has to be a particular dimension, Ivan will email this to us.
- packages arrive at the main office or the inforum.
- Ivan can see the status updates for purchases, he can forward these messages to us
- Ivan will send us messages when things have been purchased AND when they have arrived
- in the near future the IT staff will know when things arrive because they will be in the Inforum
- then David and Emily can contact the Inforum and front desk staff to set up a method of communication in the meantime
- the Inforum can announce new purchases on the Inforum
- we can set up a listserv that will send students messages in subject lines saying when new tech comes in
- have a swag package for first year students
- include in the swag package what technology we have and WHERE you can find it
- Ivan will mention to the Inforum tomorrow and Christine about the tech fund getting emails when things are delivered and ready to go

4. *Other purchases:*

- Emily suggests getting a water cooler (Cedar Springs glass water jugs) she will get a quote for water delivery
- fans - a couple of Dyson bladeless fans for the 7th floor: Jennie will research these and other comparable quality. Sound, cost, longevity, look.

5. *Status of HTML/CSS workshop videos:*

- Mari: the video is embeddable, and will be put on the MISC website
- When it is set up Jess will put it in the digest, Emily will contact her

6. *Next meeting:*

- next meeting we can talk more about purchases, talk about the strategic plan, and talk about the workshop
- we still need to do editing on the second HTML/CSS video, David's video of the second day, it is not working

Meeting adjourned: 8:18pm