



THE TECH FUND

FACULTY OF INFORMATION

Subject:	Tech Fund Monthly Meeting
Date:	January 13, 2020
Time & Location:	7:00 PM to 9:00 PM Inforum meeting room 416 (Bisell)
Present:	Maya Pasternak, MISC Upper Year Tech Fund Rep Savannah Sewell, MUSSA Tech Fund Rep Vicky Jamieson, First-Year MMSSt Rep Vipasha Shaikh, MISC Upper Year Tech Fund Rep (by phone)
Regrets:	Emily Waknine, First-Year MI Rep

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1. Old Business

1.1 Action Items Update (action items from last meeting)

WHO	WHAT	TIL WHEN	NOTES
Savannah	Initiate framed equipment photos (9) behind Inforum reference desk. One frame - "Brought to you by Tech Fund" with logo.	Dec. 4 - handed in	UP!
Vipasha	Update Tech Fund Header on Equipment Loan Form	ongoing	Ongoing
Vipasha	-Confirm macbook pros were purchased -If so, notify Vicky for PR reasons	(Reply not received)	Ongoing
Emily	Contact Nalini or Anna Oh re: Kobo w/ course reserves w/PDFs for course content	By Dec 12	Ongoing
Vipasha	Send Maya, Savannah a copy of Expense Reimbursement Report. (Email Alfred)	Ongoing	Done
Maya	Follow up: Brian - make counter proposal - PhD matching.	Dec 4	Done
Vicky	MISC/MUSSA newsletters Tech Fund blurb	Jan 4	Done
Emily	Confirm local of minutes for web	Jan 1	
Savannah	Meeting with Anna Oh and Dave in January for tech fund convo	Jan 1	
Vicky	Referendum Information Collection	Jan 4	<i>Done</i>



1.2 Approval of Last Meeting's Minutes

Link to last minute's minutes.

2. New Business

2.1 Mid-annual Budget Report (Vipasha)

- Review of [budget](#)

2.2 Presentation on Student Referendum (Vicky)

- Past referendums documents reviewed. See 2019-2020 doc [here](#).
- Meet with Patty / McKinzey (MISC reps that run elections portal through MISC), notify that we wish to make a referendum
- In the past
 - Vision and ideas solicited from student body.
 - A party for Tech Fund or online survey were run
- Tech fund Levy in the past opened the levy fee to a vote:
 - (2013) 50/FT, 25/PT
 - (2015) 25/FT, 12.50/PT -- proposed to lessen amount
 - (2017) 50/FT, 25/PT -- proposed to raise the amount
- Note that MMSt students are considered FT even when holding PT status
- Mandated question:
 - **Continuity of the Tech Fund Levy:** *[amounts to be determined by Tech Fund reps, for example: \$50 per annum (full-time students) and \$25 per annum (part-time students)]*
- First step - what do we want to ask the students -- identify students' needs to make sure we're meeting them.
- Timeframe and workflow established:

Task	Other stakeholders	Deadline
Initial Ideation Session (Internal)		Mid-January
Begin campaign for		Early February



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soliciting advertising referendum (work with TF Secretary – Emily Waknine) and soliciting student feedback (work with TF Events Coordinator – Savannah Sewell)		
Create a referendum statement for Tech Fund approval		Late February 2020
Prepare final referendum statement for MISC and MUSSA approval		Early March 2020 Early March 2020
Begin full advertising campaign for referendum (work with Emily Waknine and Savannah Sewell): posters, MISC/MUSSA emails, websites, student reps in-class announcements, etc.		
Coordinate with MISC for voting online		Early March
Review voting results and announce to Tech Fund and student body		Late March 2020
Send communique to student body with results	(coordinate with communications reps to release info in final newsletter)	Late March 2020?
Prepare referendum report for University Affairs Board with Mike leSage (Coordinator of Student Policy Initiatives) and Kristen Wallace (Student		April 2020



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Life Coordinator of Campus Clubs and Organizations)		
Present referendum report / Be present	University Affairs Board Meeting for Governing Council	April 29, 2020

2.3 Inforum Changes for Review

2.3.1 New Liaisons

- **Stephanie Rose is in charge of Student Services, and as such, would be the best person to advise you on regular meetings with her team.** Dave will be on her team come January for 1 month. I would suggest perhaps a meeting with him and Anna Oh who worked with the Tech Loans in the past.

2.3.2 Request - Bags and Tags

- Inforum requests that TF fund:
 - Bags for tech loan equipment- we needed to purchase more. It was advised that Tech Fund can covering this cost. I believe for the number of bags we acquired, it was about \$100.
 - Tags for the tech loan equipment - we needed to more of the plastic tags for the barcode. I believe the replacements were also about \$100. I will send you receipts today.

2.3.3 Policy for Loss or Theft

- We currently do not have a policy from Tech Fund on these scenarios, so I checked in with Robarts who also does not have a fine policy on issues related to technology loans. However, they did relay that the max amount they charge for lost books is \$145, even if that book was \$600. But that \$145 is charged through Sirsi, meaning that the money would go to the central library, not to the Faculty or Tech Fund.
 - It may be prudent for Tech Fund to write and pass a policy for 3 scenarios
 1. damaged,
 2. lost,
 3. and/or stolen tech



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Speak to Kathy and Stephanie, if the policy states charges will be incurred by the student who loses, damages, or is subject to theft, on how students that tech charge will be invoiced so that the money can be deposited into the Tech Fund account.

2.3.4 Tech Recommendations

- **Regarding Tech Recommendations**

- Suggest buying new surface tablets, as the older versions have unreliable connection to wireless. Dave who sits on the Inforum Library Desk the most regularly, suggests the following and compiled recommendations from Inforum Library student assistants and users:
 - PURCHASE smart phone tripods for videos.
 - Purchase more USB-C macbook adapters. They will be the most common adapter in coming years.
 - The Surface RTs are nearly obsolete. Curtis Debi, the faculty technician, has said that because Microsoft is no longer supporting this model, these SURFACES will no longer connect to wifi.
 - RECOMMEND: DISCARD and repurpose.
 - NOTE: Half of these are already out of circulation due to connection issues.
 - The 4 Surface Pro tablets are in various states. One works great but has no battery life. Another works great but has no keyboard or mouse. The others are complete. There are too few of these and we often run-out.

Some suggestions discussed with users at the Inforum desk:

- Have a sale of DISCARDED Tech and use the proceeds for more Tech
- Consider buying lens that fit over iphone/android smart phone cameras
- Purchase Portable Powerbanks with adapters for student use. This may help someone extend their own laptops life through an entire class.
- Purchase USB enabled extension cords so you can keep things charged/connected
- Consider buying Ergonomic bluetooth mice. This is esp. good for UX students.



3. Action Items

WHO	WHAT	TIL WHEN	NOTES
Vipasha	Update Tech Fund Header on Equipment Loan Form	Jan 30	
Vipasha	-Confirm macbook pros were purchased -If so, notify Vicky for PR reasons	Jan 30	
Emily	Contact Nalini or Anna Oh re: Kobo w/ course reserves w/PDFs for course content	Jan 30	
Vipasha	Send Maya, Savannah a copy of Expense Reimbursement Report. (Email Alfred)	Jan 30	
Maya	Ask Emily where minutes are / touch base about expectations re: minutes, and equipment purchases (re: Kathleen's recommendations and suggestions)	Jan 30	
Vicky	Contact Mike and Kristen: Courtesy email about upcoming referendum.	Jan 30	
Savannah	Meeting with Anna Oh / Min / and Dave in January for tech fund convo	Feb 15	