



THE TECH FUND

FACULTY OF INFORMATION

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| Subject: | Tech Fund Monthly Meeting |
| Date: | December 4, 2019 |
| Time & Location: | 5:30 PM to 6:30 PM Inforum (Bisell) |
| Present: | Maya Pasternak, MISC Upper Year Tech Fund Rep Savannah Sewell, MUSSA Tech Fund Rep Vicky Jamieson, First-Year MMSSt Rep |
| Regrets: | Emily Waknine, First-Year MI Rep Vipasha Shaikh, MISC Upper Year Tech Fund Rep |

Overview of Agenda

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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 | - Check on before break |
| Savannah | Ensure photographs of door prize winners are taken and logos are used in prize promotion. | Dec. 7 - MUSSA Bake sale? - MISC | - Email sent |
| Emily | Help shoot / edit / photoshop equipment as needed | n/a | |
| Emily | Arrange meeting with Kathleen on how to liaise with Inforum staff re: maintenance and equipment needs | Dec 10 scheduled Student Advisory Meeting re: Inforum future | |
| Maya | Email Nalini about who will be in charge of website representation after she leaves, CC: Emily for follow up. | Done. No one assigned yet. Changes undergoing . TF info transitioning to FI site.. | |
| Vipasha | Update Tech Fund Header on Equipment Loan Form | ongoing | |
| Vipasha | -Confirm macbook pros were purchased -If so, notify Vicky for PR reasons | (Reply not received) | |



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|----------|---|---------------------------------|--|
| Emily | Contact Nalini or Anna Oh re: Kobo w/ course reserves w/PDFs for course content | By Dec 12 | |
| Vipasha | -Contact Anna Pralat / business office re: releasing funds -Contact professor Chalas to update | Savana and Vipasha made contact | |
| Savannah | MUSSA - need a Square? | Done | - <i>They do not</i> |
| Emily | Edit minutes | Done (10&11) | |
| Maya | Email Nalini -- add link to Tech Fund equipment request form | Done. Info online. | |
| Maya | Brian - make counter proposal - PhD matching.. | Done. No response. | |
| Vicky | What is TF and how to apply for equipment -- to MISC / MUSSA newsletters -- Add reminder | | *See bottom of document for written blurb Need emails of MISC and MUSSA people who create the newsletters |
| Vipasha | Send Maya, Savannah a copy of Expense Reimbursement Report. (Email Alfred) | Ongoing | |
| Savannah | Send door prize ideas to social committee chairs MISC / MUSSA | Done, purchased and sent | |

1.2 Approval of Last Meeting's Minutes

Link to last minute's minutes.



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2. New Business

2.1 Changes and Requests from the Inforum, Kathleen

- Content remaining on the Inforum Library site will be related to iSkills and Orientation workshops - this was announced at Faculty Council last week.
- Nalini will be transferring all of the other Inforum Library website content to the iSchool website, including the tech loans page. Once this page is completed, we will provide you a link.
- In the New Year, and going forward, there is no longer an Inforum Library team, as Student Services staff are moving into the back offices on the 4th floor and serving on the desk on the 4th floors. Daisy, who will have 6 months left of her .6FT librarian contract, is the last Inforum librarian in house and will reside on the 2nd floor near her direct supervisor as of January, the Dean.
- Basically, the Student Services desk from the 2nd floor is moving to the 4th floor desk. The Student Services team and the student assistants will be circulating the technology loans to the student population.
- 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.
- **Inforum requests to 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.**
- There was a theft of equipment from a student's bag.
 - 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,**



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2. lost,
3. and/or stolen tech

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.

- 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.



2.2 Student Lounge Support

Anticipate requests and discuss options

- Microwave? Treadmill?

2.3 Referendum Timeline

Reverse engineer timeline based on final execution.

- Decreasing Tech Fund fees?
- What are we mandated to ask?

3. Action Items

| WHO | WHAT | TIL WHEN | NOTES |
|----------|--|----------|-------|
| Vipasha | Update Tech Fund Header on Equipment Loan Form | Jan 4 | |
| Maya | Follow up: Brian - make counter proposal - PhD matching. | Dec 4 | |
| Vicky | MISC/MUSSA newsletters Tech Fund blurb | Jan 4 | |
| Vipasha | Send Maya, Savannah a copy of Expense Reimbursement Report. (Email Alfred) | | |
| 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 | |