



# THE TECH FUND

## FACULTY OF INFORMATION

Subject:	Tech Fund Monthly Meeting
Date:	July 15, 2019
Time & Location:	6:00 PM Bissell Building, Inforum, <b>Meeting Room 418</b> 140 St. George Street, Toronto, Ontario
Present:	<b>Maya Pasternak</b> , Upper Year Tech Fund Rep <b>Vipasha Shaikh</b> , Upper Year Tech Fund Rep <b>Patty Facy</b> , MISC President (Guest) <b>Emma Pudicombe</b> , MUSSA President (stepping in as MUSSA Tech Fund rep until position is filled) ( <i>present on Skype</i> )
Regrets:	

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### 1. Old Business

#### 1.1. Action Items Update

- Survey distributed for iSkills (14 responses)
- Meeting w/ Dean Wendy Duff and faculty is set up to discuss incoming BI students (July 31st)
- Report from Introductory Meetings (Maya)

Nalini Singh

Brainstorming on how to increase the visibility of TF equipment on Inforum website, including inclusion of more images of technology.  
Request for a binder at circulation with all tech, images, specs.

Jessica Whyte (digital curation and preservation kit advise),

Jess provides advice on what technology and software would be valuable for a starter set-up for a dcp station in the library. Unclear if this is in the mandate of TF or as course support should fall under the purview of faculty expenses.

Kathleen Shaeffer (iSkills feedback)

Review of notes from meeting and action items to create an online survey to get student feedback on additional iskills workshops they'd like.

### 2. New Business

#### 2.1. Appointment of the Chairperson, Finance Liaison, and Secretary

##### Chair

- Agreed that chair can be a rotating position (Vipasha and Maya will share for now)
- *Vote to appoint Maya as chair of this meeting - **passed unanimously***

##### Finance Liaison

- *Vote to appoint Vipasha as Finance Liaison for 2019-2020 year - **passed unanimously***

##### Secretary

- *Vote to appoint Maya as Secretary for 2019-2020 year - **passed unanimously***



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### 2.2. New Technology Request - iSkills Mount-making Workshop

Contact: Kathleen Scheaffer.

Workshop description:

The overall aim of this course is to provide practical hands on training as well as theoretical interrogation of the practice of mount making for museum objects. The course is designed for students who work with museum collections, or hope to work with museum collections.

Over the course of two days, students will learn about designing, fabricating and installing object mounts, working with a variety of object types and collection types. Students will work through the entire process of making mounts in collections, both for stabilization in storage or during transport, and for exhibition.

Areas covered will include:

- Safe handling of various objects - including the handling of hazardous materials
- Designing a mount for objects
- Selecting the best materials for the designed mount
- Fabricating the mount
- Finishing the mount
- Installing the mount and object in storage or on exhibit

Session one focuses on the building of support mounts for storage and transport. Session Two focuses on making mounts for objects for exhibition. All registrants are required to attend BOTH the Saturday and Sunday sessions.

The cost is ~\$2000.

Tech fund pays \$500 for the workshop, ~\$800 for the flight , ~\$57/day for per diem, and ~150 for transportation (taxi). Required is a max of \$2000.

2.2.1. **BIRT** that the Tech Fund approve the funding request for a mount making workshop.

Yes - 3/3

No - /

Abstain - /

**“Be it resolved this vote has passed.”**

**Retroactive Note:** After this meeting, the request was redacted during a period of uncertainty on how the opt-in / opt-out student fee initiative would affect access, ie. whether students would only be able to access Tech Fund supported workshops if they were opted in to its fees.



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### 2.3. New Technology Request - 2 Decommissioned Inforum Computers

Contact: Anna Oh

*Oh says, "There are two damaged and irreparable laptops, Retina Macbook Pro #1 and Dell e6430 #5, that we would like to request replacements for since they are very popular... We don't have a specific model in mind, so whatever the Tech Fund decides I will process them for circulation."*

2.3.1. **BIRT** the Tech Fund approves the decommissioning of the respective equipment and purchasing of replacement equipment.

Yes - 3/3

No - /

Abstain - /

**"Be it resolved this vote has passed."**

*It requires follow-up [see section 3: New Action Items..]*

### 2.4. New Data -- Circulation Stats

--We have received the Inforum SIRSI Circulation Charge Statistics for Tech Fund Equipment.  
From May 1, 2018 - April 30, 2019.

### 2.5. New Data -- Overview of Workflow for Acquiring Equipment

#### **Receive request (below \$3000)**

1. Vote on it
2. If approved, place order w/ Head of Inforum (currently unassigned)
3. They relay it to Curtis, who makes purchase with Inforum Credit Card
4. Kathy Shyjak then transfers financial report of purchase to TF Financial Liaison

#### **Receive request (above \$3000)**

5. Vote on it
6. If approved, take to student council to approve (MUSSA & MISC)
7. Place order w/ Head of Inforum (currently unassigned)
8. They relay it to Curtis, who makes purchase with Inforum Credit Card
9. Kathy Shyjak then transfers financial report of purchase to TF Financial Liaison



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### 2.6. Bylaw Changes in Light of Student Choice Initiative

*Patty breaks down “essential” & “non-essential” fees under Ford’s government. Tech Fund is considered “non-essential” for the 2019-2020 year (will be selected by students in Fall, Winter). Whereas the description for “Academic Support / Technology” in Ford’s protocol aligns closely with the Tech Fund’s mandate, MISC and MUSSA were unsuccessful at advocating for its inclusion as a mandatory fee. Will continue to advocate for TF as an “essential fee.”*

**MOTION:** Whereas the Student Choice Initiative mandates that MI and MUSSA students now have the option to opt out of paying the annual MI/MUSSA Tech Fund Fee;

**BIRT** only MI and MUSSA students who have paid their Fall Semester Tech Fund Fee are eligible to access Tech Fund sponsored technology and workshops during that Fall Semester.

**BIFR** that MI and MUSSA students who have paid their Winter Semester Tech Fund Fee are eligible to access Tech Fund sponsored technology and workshops during that Winter and subsequent Summer Semester.

Yes - 3/3

No - /

Abstain - /

**“Be it resolved this vote *has* passed.”**

Note: that an idea is raised, a *pay-per-use option*, which may be useful in order to allow students to loan equipment who have not paid into the fund. We consider that banning students altogether who haven’t paid the TF fee might result in them using other students’ accounts, which is irresponsible and unfair. A pay-per-use option could enable some allowances, especially where students have mistakenly opted out. This may be revisited later to allow access in cases of exception and is dependant on Inforum reference desk resources.



### 3. New Action Items

WHO	WHAT	TIL WHEN
Vipasha Shaikh	Researching and recommending replacement tech	July 28, 2019
Maya Pasternak	Clarify with Curtis and Kathy on what they need for us (who's sourcing item for purchase)	July 20, 2019
Maya Pasternak, Patty Facy	Update Tech Fund By-Laws to reflect new changes	<b>July 20, 2019</b>
Emma Puddicombe	Upload updated bylaws once complete to MUSSA website	July 28, 2019
Vipasha Shaikh	Upload updated bylaws once complete to MISC website	July 28, 2019
Vipasha Shaikh	Update copy on MISC page	August 3, 2019
Maya Pasternak	Email Hanna, Lauren re: TF email @mail.utoronto	July 20, 2019
Vipasha Shaikh	Starts handbook prep using Patty's template	August 3, 2019
Vipasha Shaikh	Notifying Kathleen and Anna that their requests have been approved, and following up on next steps.	July 15, 2019