Governing Council Meeting Minutes

Present: Christopher Hoogendoorn, Karen Lees, Caeleigh Moffat, Mia Clarkson, Lillian Rigling, Dawn Walker, Sophia Kesik, Stephanie Abba

Regrets: Julia King, Calvin Tennakoon, Nicole Kuiper, David Mason, Nikita Johnson

7:00 meeting called to order

1. **BIRT the agenda for 20 August 2015 be adopted**

a. Sophia seconded
b. Discussion – item 7 moved to item 4, item 4d moved to item 4a so that Caeleigh can vote on them
c. Approved unanimously

2. **BIRT the minutes from 25 June 2015 be adopted**

a. Stephanie seconded, approved unanimously

3. **BIRT the Secretary, Karen Lees, be confirmed as Chief Returning Officer for MISC during the 2015/2016 academic year**

a. Stephanie seconded
b. Question – Does the tech fund referendum have a separate CRO?

A: Yes, they have in the past, Karen can help if wanted

c. Approved unanimously

4. Reports from members of the Executive Committee

   a. Webmaster

   See report attached below:

   i. **Website outages**

   · Question from Chris – Is it possible for the two outages to be connected?

       o A: unconclusively yes, says Dawn and Caeleigh.

   · Question from Stephanie – so there were vulnerabilities on the server, and it was not an attack on our site?

       o A: all scans done by iSchool IT. Core pieces inaccessible by webmaster. University is investigating/auditing

   · Thank you Caeleigh for handling this!!

   ii. **Tech Fund web presence changes**

   · There is nothing online from last year, previously independent website. Long term vision is to have representatives on MISC and MUSSA sites, and minutes on iSchool site. But collaboration with iSchool site takes longer and is not sure about future migration plans. Short term solution seems to increase space on MISC and MUSSA websites.

       o Question from Chris – how soon do we need a decision?

       o A: by beginning of the school year, ideally

       o BIRT the tech fund web presence be jointly hosted on the MISC and MUSSA website (we will make it clear that it is a separate entity)

   ● Caeleigh moved, Dawn seconded, approved unanimously

   b. President

i. Getting Started event presentation (11 July)

   ● MUSSA reps there. Lillian there for mentorship program

- ● Students seemed engaged, received MIS interest emails post-event
- ● 140 in attendance
- ● Registrar thanked via email – opening future collaboration?
- ● Job shadowing was mentioned

ii. Student Experience Survey update

- ● Diana is working on it. – analyzed and completed to Chris within about a week

iii. BL 624 access

- ● Glen Menzies – changed access to MISC office – all execs and chairs of committees have access – everything from last year and before have been removed

iv. Wendy Newman scholarship update

- ● Contact with Kathleen Obrien – very excited – to be presented, with photo opportunity (novelty cheque?), after Julia comes back to town to write cheques
- ● Discussing collaboration with communication office (Bridges everywhere)

v. Records management

- ● Will be reorganizing misconnect, making things more intuitive,
- ● Not the best system, but it's the infrastructure that we have

- ● Working on getting access to the twitter account and utoronto email address (we have a gmail account)

- ● Constitutional amendments coming soon Re: webmaster

c. Secretary

a. No report

d. Treasurer

- ● See attached report
- ● Concerns about being reimbursed sooner than the 7th – discuss individually

5. Reports from the chairs of standing committees

a. Academic Affairs
- ● Used new questions as a trial run to provide better information for when students ask (and be more consistent with original concept)
- ● Working with Caeleigh to find a better sign up system – where students can elect to be class reps without relying on professor
  - o Looked at Sign Up Genius, and looking for more ideas – Jotform, Doodle...

- o Want a system to reserve spots – because can't force professors to hold elections

- Also got some data on how many students actually responded
- Considering more direct contact for more responses, but for now it's too big of a leap to skip the class reps.
- Most people have no idea what a class rep is or what they do. Room for more education/campaigning - will be in digest

b. Professional Development

i. see attached report:

ii. Clubs and Associations Open House

- Look at database of clubs in drive at pd@ischool.utoronto.ca
- Discussion: why is it 5 to 7 instead of 4 to 6? A: set up time
  - o We will likely lose people when they don't want to kill time after class

  - o Suggested change:

iii. BIRT the Governing Council recommends to the PD Chair that the Clubs Showcase be held from 4-6.

- o Lillian motioned, Mia seconded

c. Social

- Orientation events – booked the lawn, caterers, fox and fiddle, use Eventbrite
  - ○ Please email for volunteering, Mia is coordinating tours!, please come to meet the council before the pub night – September 10 at 7ish
  - ○ We don't have a merchandise chair wants MISC to donate merch for swag bags (pens), (travel mugs) for volunteers, and as a prize for the winners of the games (MUSSA has donated tickets to First Thursday and ROM), we have two free tickets to HotDocs and want to add a tshirt for example
    - ■ Tech fund can donate after inventory – might have enough USB keys for bags (80—100)
  - ○ Looking for bags, last resort of U of T plastic bags
  - ○ Orientation planning is in the drive if anyone wants to look
- Discussion:
  - ○ Christine Chan would like us to distribute GSU agendas to first years
  - ○ Lets also have a merch table at a event. We already sell the merch at much less than we bought them for

6. Reports from representatives to external committees and organizations

   a. **MISC/MUSSA Liaison**
- Nikita – see report attached

   b. Graduate Students' Union

- Karen – is acting chair for the new Professional Graduate Students Caucus. We can connect with other professional students across the university, discuss issues, start initiatives. Let me know if you have any ideas.

   c. Student Tech Fund

i. See attached report:

ii. Upcoming votes – welcoming feedback

- 12 new laptops – 20 000$ - vote when we have more people
- We have a big accumulation. It was already approved last year and delayed
- Please make a yearly estimated budget for the next meeting
- Already have workshop fees in budget

7. **Open Access Week discussion from Scholarly Communications and Copyright Office**

- motion to go *in camera* **-** Lillian moved, Sophia seconded, approved unanimously
- motion to go *ex camera* - Lillian moved, Stephanie seconded, approved unanimously

8. **Other business**

9. **BIRT this meeting be adjourned**

   a. Mia motioned, Lillian seconded, approved unanimously – 20:40

Reports to Governing Council

Webmaster

August 20, 2015

Summary of Recent MISC Web Outages

The following report summarizes
two respective web incidents that affected MISC's website during the period of
June to August 2015. Please be advised that as of August 20, both have been
successfully resolved.

1. Server Outage:

On June 29, 2015 Tony Lemmens, the iSchool Systems Administrator informed
Christopher Hogendoorn and Caeleigh Moffat that he had been forced to power
down the server hosting the MISC website as he had been alerted to a
compromised Wordpress site that was hosted on the same server. The threat was
addressed in a timely manner by the iSchool IT department, and the MISC website
was brought back online with no apparent damage from the incident.

2. MISC Website Compromised:

- **Incident:** On July 13, 2015, Alex Dvornyak,
  Senior Web Developer for the Faculty of Information, alerted Dawn Walker and
  Caeleigh Moffat that the main MISC website appeared to be compromised due to
  the obvious malfunctioning and collapse of various site elements.
- **Response and Recovery:**
  Alex concluded that the site had been hacked and immediately took it offline to
  prevent further damage. He surmised that the site had been compromised by a
  bogus Drupal account and advised a full site and database restoration from
  backup files. Alex was able to fully recover the site, eliminated any
  compromised components, and performed a complete update of all modules as well
  as a full security scan. After re-establishing site access to for the site
  admin (Webmaster), he strongly recommended changing all passwords and security
  credentials upon reactivation of other user accounts, which has since been
  addressed.
- **Additional Issues:** Though the site was back online, a number of
  minor complications persisted. As of August 18, both file directory and full
  administrative functions have been properly restored.

- **Prevention:**
  Moving forward, Alex advised continuing to perform routine security scans and updates including the maintenance of all site modules, which is the shared responsibility of the MISC Webmaster and the iSchool IT department.

Submitted by Caeleigh Moffat, August 19, 2015

Treasurer

August 20, 2015

Summer Business

- All financial business resulting from activity over the summer can be reinbursed through proper procedure from Julia King after **September 7, 2015**. Please note that any *itemized* receipt must be accompanied by a cheque requisition form, found on the Drive under "Forms and Templates", or here.

Respectfully submitted by Julia King, August 18, 2015.

Professional Development Committee

August 20, 2015

Clubs and Associations Open House

- The annual Clubs and Associations Showcase will be held Wednesday, September 23, 2015 in the Student Lounge from 5:00-7:00 PM. All interested parties should email pd.ischool@utoronto.ca to sign up by **September 4, 2015.**
- Our database of clubs and associations is not yet updated. If you are aware of anybody who is NOT on the current list in the Drive and should be, please update it and email Julia at the above address to let her know who the right person is to contact.

Respectfully submitted by Julia King, August 18, 2015.

Student Tech Fund

August 20, 2015

Student Tech Fund Status

The following report summarizes what has happened at the last two Student Tech Fund meetings and our progress through the summer:

1. Recent Votes

- Per ongoing discussion, Dawn initiated vote to remove the techfund.ischool.utoronto.ca website and use the sections on MISC and MUSSA websites instead VOTE PASSED UNANIMOUSLY

- Approved ~$811.54 following workshop expenses for Fall (in both iSkills or solo Tech Fund capacity) VOTE PASSED UNANIMOUSLY

  2x Posters with Punch, $ 85.80, 2015-06-25

  1x Intro to Illustrator, $ 34.47, 2015-06-25

  1x Intro to Photoshop , $ 34.47, 2015-06-25

  3x 3D printing, $ 206.80, 2015-06-25

  1x Crash Course in Collaboration Tools, $ 0.00, 2015-08-06

  1x Intro to Digital Security and Privacy, ~$ 150.00, 2015-08-06

  1x Learn how to Program: Python, $ 0.00, 2015-08-07

  1x Prototyping with Arduinos, ~$300.00, 2015-07-27

1. Website Update (and Social Media presence)

   In addition to the Webmaster Report the following options were suggested

- Jointly hosted on the MISC/MUSSA websites

- Request a web presence on the Faculty of Information site (current.ischool.utoronto.ca)

   Tech fund favours the former proposal, erring on the side of bootstrapping something for the Fall.

1. Upcoming Votes

- ~$20,000 (OPTION A: $20,501.04; OPTION B: $20,717.04) Capital Purchase of Dell & MacBook Pros

  "Due to Percy's leaving and all purchase and IT work being handled by Tony, combined with the transition of the purchasing credit card, the items voted for purchase have been delayed from summer of 2014." (was approved 2014-09-16)

- ○ <u>DELL</u>

  6 x Dell Latitude E6440 w/4-year warranty & 256 GB hard drive, $1503.84 each = $9023.04

- ○ <u>MACBOOKPRO</u>

  OPTION A: 6 x 13-inch MacBook Pro with Retina display, 256 GB SSD, VGA adapter and AppleCare, $1913.00 each = $11,478.00

  OPTION B: 6 x 13-inch MacBook Pro, 256 GB SSD, VGA adapter and AppleCare, $1949.00 each = $11,694.00

Submitted by Dawn on August 20, 2015

MISC/MUSSA Liaison

20 August 2015

Summer business

MUSSA is in the process of organizing our first meeting of the school year. Date is still to be determined but is scheduled to occur prior to the Orientation BBQ.

MUSSA has put out a call for second/third year MMSt volunteers for the Orientation BBQ. No indication of numbers as of yet (other than myself).

Submitted by Nikita Johnston