



Master of Information Student Council
University of Toronto, Faculty of Information
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Claude T. Bissell Building, Room 705A
23 September 2015, 16:10

Governing Council Meeting Agenda

Present: Karen Lees, Julia King, Lillian Rigling, Emily Deere, Mia Clarkson, Dawn Walker, Stephanie Abba, Christopher Hogendoorn, NuRee Lee, Nikita Johnson, Caeleigh Moffat, Nicole Kuiper, Stephanie Pegg, Ling Lam, Chelsea Misquith, Sophia Kesik

Regrets: David Mason

Absent:

- 1. BIRT the agenda for 23 September 2015 be adopted**
 - Moved by Stephanie and seconded by Nikita, approved unanimously
- 2. BIRT the minutes from 20 August 2015 be adopted**
 - Moved by Julia, seconded by Nicole, approved unanimously
- 3. Presentation from Bobby Glushko, Head of Scholarly Communications and Copyright at University of Toronto Libraries, regarding Open Access Week**
 - for more information email bobby.glushko@utoronto.ca
 - *in camera*
- 4. Reports from members of the Executive Committee**
 - a. President**
 - i. Orientation overview**

- Good job social chairs Lillian and Emily! And to Julia for the clubs & associations showcase!

ii. Meeting with Communications Officer

- Kathleen O'Brien wants more mutual cooperation especially promoting events between MISC and the faculty – for example, the Alumni iTea in the MISC digest this week

iii. Life & Times Committee

- Attended because the representative has yet to be elected.
- The committee only meets once per year because it's not an official standing committee in the faculty. FYI their mandate is to "enliven the halls of the iSchool."
- Planned the schedule and themes for the year's iTeas – to be every two weeks
- Take note that the mental health iTea is February 10th
 - Question: Can we have puppies at the mental health iTea?
 - Answer: recommend to the mental health standing committee

iv. Resignation of Second Year Programs Committee Representative

- Calvin Tennakoon got full time job (congratulations!) and cannot fulfil MISC responsibilities. His role is open for election.

v. Wendy Newman Scholarship donor plaque unveiling

- MISC donated \$500. The scholarship is to be given to a recently graduated or graduating student who has completed significant work for library advocacy
- Plaque unveiling at 6th October at 5:45 in lobby. All students especially MISC are welcome.

vi. Student lounge update

- Over the summer we noticed furniture was moved and the clubs and associations posters disappeared. The facilities coordinator knows nothing about the situation, and the missing items have not been moved to the MISC office.
 - Suggestion: Email Cara Krmptich in case they are in basement storage
 - MISC will be reimbursing all materials to the clubs and associations
- We're getting paintings donated from an alumnus, and conveniently already have frames for them
- Planning to have a coffee/tea supply in the lounge this year, and this will likely be the responsibility of the new vice president

vii. BIRT the report of the 2014-2015 Student Experience Survey be adopted

- Received last year's student experience survey a couple weeks ago, it's on the drive for any of us to look at, about student habits and what they want from MISC
 - Emphasized Advocacy, Professional Development and Social
 - Will be circulated to students and on website

- Discussion: is there anything contentious about publishing favourite profs?
 - Answer: No because similar to vote MISC holds in spring
 - Discussion: What exactly does it mean by advocacy? (ask this next year?)
- Nikita moved, Lillian seconded, approved unanimously
- Thank you Diana! Recognized for doing this by herself. Data seems relevant and presented very attractively

b. Secretary

i. Election update

- Have obtained access to voting system and the voter lists
- The nominations are coming in!
 - Should there be a candidates' forum?
 - A: if there is a lot of competition
 - Is there any way to communicate which positions have no one nominated, fairly?
 - A: No. If there are unfilled positions it will be advertised again widely and we can appoint someone at our next meeting
- Promotion – please let me know if you want to help promote nominations or voting at a table

c. Treasurer

i. SSI funding meeting with clubs & associations presidents

- SSI = Single Student Initiative – may apply for money for a specific event, has been in place for years – can be any student or clubs
- MISC has a goal this year to give more funding and support to the clubs and associations
- Presidents seemed interested in collaborations, etc.

ii. BIRT the proposed budget for 2015-2016 be adopted

- Notice we are spending more money than we are receiving because of a surplus built over many years – we should be spending money for the students who contribute
- Many things in the budget are estimated
- If you are not represented please talk to Julia
- Sources of money from student fees and GSU head grant
- Moved by Julia, seconded by Karen
- Discussion:
 - Can social have more money? – Orientation events had a 30% increase in attendance, asking for a 25% increase in budget. Have also received more interest in collaboration from MUSSA
 - Goal – merch should not bleed so much money this year
 - Amendment to the budget moved by Lillian seconded by Emily, approved unanimously
- Budget motion approved unanimously

REMINDER – if you need to get stuff reimbursed fill out the form on the drive, print it, and return to Julia with an itemized receipt. Julia will get you a cheque within seven days, and please cash your cheques!

d. Webmaster

i. Tech Fund webpage update

- Working on collaboration as discussed at August meeting, waiting for IT to help resolve an issue uploading documents to the MISC site

ii. Changes to class reps sign up form

- Have been building new form for class reps – it used to be text based, and now everything is a choice to prevent typos. The form had to be linked out of the site to incorporate the dynamic feedback

iii. Update from iSchool IT re: website security

- Still looking for answers about website crash

iv. MISConnect review and orientation plans

- Making a report soon to familiarize people with its organization and functions

v. BIRT the MISC Constitution be amended as follows:

Current Text

4.2.7. The Webmaster shall:

4.2.7.1. ensure MISC has an updated and accurate presence on the web

4.2.7.2. be responsible for the maintenance of MISC's website

4.2.7.3. be responsible for the dissemination of knowledge relating to MISC business including financial statements, agendas, and minutes of Governing Council meetings via the website

4.2.7.4. be responsible for promoting MISC's events via the website

Proposed Text

4.2.7.1. The Webmaster shall:

4.2.7.1. be responsible for ensuring MISC has an updated and accurate presence on the web, primarily via the MISC website. This includes posting and promoting any critical information or documents, either personally or via delegation, relating to MISC business, resources, or services, as well as the broader MI student life at the iSchool. Examples include (but are not limited to) minutes of Governing Council meetings, nomination and election periods, financial statements, advocacy letters, and social or

professional development events. The Webmaster should work with all council members to ensure MISC has a consistent visual identity in all public communications or materials produced by council.

4.2.7.2. be responsible for ensuring MISC has an internal structure for communicating online, collaborating on documents, and otherwise conducting MISC business in such a way that knowledge is preserved for the purposes of public transparency (where appropriate) and transfer to future councils. The Webmaster is responsible for educating and assisting council members on using any tools necessary to achieve this.

4.2.7.3. ensure that when any new technical infrastructure is adopted for MISC's website or intranet, this infrastructure is chosen to maximize useful functionality, ease of use by major user groups, and long-term sustainability.

4.2.7.4. assist other members of the executive as needed in updating MISC's social media presence (e.g. Facebook and Twitter).

- The changes were put forward by last year's webmaster, but Caeleigh thinks it's too granular. The existing constitutional description covers all the points more generally but adequately.
 - More detailed elements do not match the rest of the constitution, and it reduces the role to only what the old webmaster did
 - The proposed text may be useful in a job description document, or an exit report instead
 - Question: why is it about supporting social media?
 - Chris – social media goes through the President because he's responsible for all communication into and out of MISC – the organization should have a consistent voice, message. In the past social media has been limited to the president and the vice president.
 - Caeleigh – but social media is on the web, so maybe webmaster should help
 - Amendment on last point to keep assistance with social media possible.

Amended New Text:

4.2.7. The Webmaster shall:

4.2.7.1. ensure MISC has an updated and accurate presence on the web

4.2.7.2. be responsible for the maintenance of MISC's website

4.2.7.3. be responsible for the dissemination of knowledge relating to MISC business including financial statements, agendas, and minutes of Governing Council meetings via the website

4.2.7.4. be responsible for promoting MISC's events via the website and assist other members of the executive as needed in updating MISC's social media presence

- Stephanie seconds the motion to approve the amended new text
- unanimously approved

5. Reports from the chairs of standing committees

a. Academic Affairs

- Over the summer planned to change the program, because of the following problems:
 - Our constitution demands that they are published but content has not been publishable because they contain confidential situations
 - Class reps have no authority to solve problems, and are only for communicating anonymous concerns. MISC also has no authority to solve problems. The point is to get a good sense of what's going on in the classroom. Against the idea of class reps as vigilantes
 - The program should connect instead of divide students and faculty
- Action so far
 - Changed the language on the website, in the emails, and when reps are soliciting feedback - about connecting with professors, making announcements from MISC
 - The new form solicits reps without going through professors, because some professors don't like the system
 - Also created a class rep guide
- Current dilemma:
 - Usable feedback needs to be quantified, but would be difficult to administer so many surveys and amalgamate the reports.
 - Or we could remove publishing reports from the constitution. But then there's no point in collecting the information
 - Send an email if you have thoughts!
 - Comment – get the survey working group to help (after we have a survey working group)

b. Professional Development

- First event went really well – clubs showcase
- Eagerly awaiting arrival of first year co-chair
- Goals for year – increase of events in line with survey results - Budgeted for five more events – one per month of classes!
- Wants to collaborate with clubs/associations – already have plans with CAPAL
- Suggests students professionally develop at their own pace and comfort level and get a job at the end of the program
- Will be soliciting volunteers for a committee!
- Questions and ideas always appreciated

c. Social

- Orientation included four events – included lots of food, no rain, and possibly the most people ever at an iSchool event!
 - Gave merchandise to all the volunteers, but sold one travel mug!
 - Great turnout at meet the council event, then pub night
 - MUSSA wants to continue to collaborate –they have a secret idea
- Future events – next Wednesday at this time (Sept 30)– they will have a committee meeting
 - Pub night – Thursday October 08
 - Halloween event – want ideas

- November trivia night
- Therapy dogs
- iBall – semiformal holiday party – with MUSSA and PhD students?
 - Needs dates – Saturday 12 or Thursday 17, note last day of class is Monday 14
 - Want to be able to invite faculty, December 9 is faculty’s end of term celebration
 - Plan to collaborate with potential social committee
- Comment: Sexual Education Centre wants to collaborate with a free workshop
 - Talk to Queer at iSchool club for an event

6. Reports from representatives to external committees and organizations

a. Alumni Association

- Regarding our donation to the Wendy Newman scholarship, it’s the first funded Alumni Association award – meaning its generated from interest each year
- Attended first meeting of the year – general concern that there is not always enough awareness for events that are for students – for example the Alumni Stars iTea
 - Also will have a holiday party – requested that we generate more awareness through social media and make it clear that it is to be an alumni event with current students
 - Chris says put a request on the MISC website two weeks before events happen
 - A good opportunity to network in a safe environment
 - Job shadowing is also open to really recent grads
 - Ask An Alum is open to incoming students as well

b. MISC/MUSSA Liaison

- Sept 10 – MUSSA had their Annual General Meeting
 - also made changes to constitution, added a new position – social assistant to work alongside social chair and assist planning coordination, fundraising a big part of upcoming year, together forms a social committee with several other MUSSA members
 - Also changes made to roles of President and VP – now are administrators of MUSSA’s web presence, and the President is now part of MUSSA’s social committee
 - The changes are all available to see on the website
- Council elections – have nominees for almost all positions except ISC rep
- Finances – in a good place from last year, but don’t bring money in from students unlike MISC – they only contribute to Tech Fund
- Overview of initiatives: class reps, business cards, mentoring, good attendance at orientation events, looking into merchandise, pub nights, MUSSA annual trip to be more local (last year went to Ottawa, which happens every second year)
- CRO – Cara the director of CRO Program, has event on October 01 – a meet and greet for incoming CROs, and Wendy Duff continues in role of advisor

c. Graduate Students’ Union

- GSU meeting next week – 30 September at 6:30 in Koffler House room 108
- Professional Graduate Students Caucus starting this fall – email Karen for more information

d. Tech Fund

i. BIRT the quote for purchasing new laptops be approved by MISC

- See report attached
- The Student Tech Fund is funded by a student levy – they are to learn about needs of iSchool students and use the money for what is available to be loaned at the Inform and other initiatives
- Tony is the Info Tech Advisor to the Tech Fund – this quote is from last year due to policy changes preventing completion last year
- Budget highlights:
 - Carry forward \$146 021.97 plus new \$40 000
 - Supposed to spend 90% of incoming students money but not the total – this didn't happen last year so they ambitiously set a budget of \$52 000. Planned expenses:
 - Workshops and events, request for funds, student initiatives
 - Want to do outreach with student clubs
 - Student development options – reimburse for events in Toronto, anything tied to ICT needs of students
- The motion:
 - 6 dell's and 6 macbooks – one option is with retina and one is without. Tony recommends the retina ones (which is cheaper)
 - Dawn moves the motion, NuRee seconds, approved unanimously.
 - Next step is for MUSSA to approve the purchase too
- Also need to get started on referendum – will move forward once the survey working group up and running

e. Information Services

- First meeting on 24 September
- Sophia has some time conflict, maybe the committee will consider changing the time

f. Committee on Standing

- Meet 3 times a year, at the beginning of each semester, all content is very confidential
- Most requests are about administratively approving applications to the thesis options and supervisors to PhD students, but also look at requests for extensions for coursework beyond a semester, and request for late withdrawal from a course
- Met twice the first week of September and voted on several things
- Emphasis that it's not a rubber stamping committee – as much as they want give student the benefit of the doubt, but they consider the student's whole situation, discussions are very fascinating
- When they make a decision the chair writes a letter and the committee decides what goes in the letter, from introducing strong language, or supportive language – there is an emphasis on mental health

7. Working Groups discussion

- Who wants to chair the working groups? – mental health, part time student, survey working group
- Chaired by a member of council, and open to any student to join. They don't meet often.
- Will voluntell after the next meeting
- Concern by Karen and Sophia that there isn't necessarily a lack of interest, but a lack of time from everyone at this table – there should be more opportunity for incoming governing council members at the next meeting

8. Canadian Library Association and Faculty of Information Quarterly discussion

- CLA – Kathleen Obrien has received an email from CLA asking for a student (s) to restart the CLA chapter at iSchool – many CLA members are graduates of our program, so they want to see a student chapter
- FIQ – was a publication run by MI students but hasn't been published since 2011ish
 - An alumnus asked for it
 - Comment from Caeleigh – Robarts will hold an undergrad journal forum – how to start journal etc. Will be useful if FIQ gets running in time
 - Discussion: maybe the FIQ should be combined with the responsibilities of the Student Conference organizers – who are they??
- Discussion: again, there should be an opportunity for people who aren't already on council

9. Governing Council meetings scheduling discussion

- Had student that requested we not hold events on Fridays or Jewish holidays
- We had not considered scheduling things over holidays because the university doesn't do it, but we want everyone to participate, so we are being cognisant of that going forward
- Constitution specifies we need to move around the meeting dates, perhaps find more options than the standard afternoon/evening times via more Doodles

10. Other business

- none

11. BIRT this meeting be adjourned

- Moved by Julia, seconded by Karen, approved unanimously 18:18

Report to Governing Council

Student Tech Fund

September 23, 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

- Dawn initiated vote to purchase \$20 gift card for MISC/MUSSA Orientation BBQ prize **VOTE PASSED UNANIMOUSLY**
- Approved ~\$440.00 following workshop expenses for Winter (in solo Tech Fund capacity) **VOTE PASSED UNANIMOUSLY**

1x Library Freedom Project, \$ 440.00, 2015-08-29

2. Budget Projection for 2015-16

2015-2016 Tech Fund Budget				
May 1, 2015 to April 31, 2016				
<i>Prepared on 2015-09-23</i>				
	2014/15 Carry Forward:		\$146,021.97	
	2015/16 New Student Fees:		\$40,000	
	Total:		\$186,021.97	
	Remaining:		\$134,021.97	
Description:	Type	Percentage	Budgeted Amount	Running Balance
<i>Budget Carry Forward incl. Fees</i>				\$186,021.97
Capital (including Technology Loan repairs, updates and expansion)	Equipment	1	\$34,000.00	\$152,021.97
Workshops and Events (including iSkills)	Workshop	1	\$6,000.00	\$146,021.97
Request for Funds, Student Initiatives	Proposal	1	\$6,000.00	\$140,021.97
Student Development*	Other	3	\$6,000.00	\$134,021.97
		Total Budgeted	\$52,000.00	\$134,021.97
<i>*We've generated a few proposals for this that will be firmed up once the new representatives join the Committee</i>				

3. MISC Vote “BIRT the quote for purchasing new laptops be approved by MISC”

- ~\$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](#))

○ DELL

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

○ MACBOOKPRO

OPTION A: 6 x 13-inch MacBook Pro with Retina display, 256 GB SSD, VGA adapter and AppleCare, \$1913.00 each = **\$11,478.00 (recommended by Tony)**

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 September 23, 2015