**STFC Meeting**  
March 12th, 2021  
3pm-4pm

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Aiden Helt</td>
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<td>Fanny Castro</td>
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<td>Lydia Abduli</td>
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<td>Paul Zuber-Fantulin</td>
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<td>Ray Lee</td>
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<td>Sarabjot Singh</td>
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<td>Siddarth A Sheth</td>
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<td>Vanessa Sundita</td>
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I. Call to Order - 3:02 PM PST

II. Roll call

III. Open public forum
   - Attendees - Patrick Pow, Sean Schmidt, Yanira Pacheco, Kelly Tyrrell, Joshua Gibson, Darcy Janzen.

IV. Approval of agenda and previous minutes - Fanny, Nolan
   - Approval of agenda moved by Fanny seconded by Nolan 7 - 0 - 0

V. Start at allocation 22A026 covered by Sarabjot Singh
   - Proposal to acquire laptops to increase participation for workshops.
   - Having portable laptops will allow to move around and live share via webcam.
   - Proposal to acquire two laptops.
   - Query regarding the status of current systems after the acquisition of these laptops.
   - Yanira - Shed more light on the above points. Students can participate in virtual workshops which can be held via these laptops and inbuilt webcams.
   - Current systems will not be going to surplus and will be used by student employees.
   - Question - Why are there two different models of laptops?

VI. Start at allocation 22A027 covered by Sarabjot Singh
   - Proposal to acquire systems and a printer for increased traffic at the facility.
   - Question raised by Forrest Tyree regarding the high cost / specs of the systems.
   - Alternate option available for ~$740 per system.
   - Patrick Pow suggested that the system requirements should be standardized across campus to keep costs low and quick turnaround time for maintenance.
   - Forrest Tyre suggested that the system model should be deferred to computer services to get the standard computers.

VII. Start at allocation 22A028 covered by Sarabjot Singh
   - Proposal to hire a student assistant at the TLC.
   - Student assistant will act as an aide to help students remotely.
   - The assistant will provide a more personalized software support as compared to the current IT support.
• Proposal was approved last year as well and the current proposal requires funds to continue that position.
• Increase in hourly wage from $14 to $15 due to campus wide hike in wages.
• Position is more related to technological support.

VIII. Start at allocation 22A029 covered by Sarabjot Singh

• Proposal for technical resources as the DRS is moving to a bigger space.
• All equipment will be only used by DRS students.
• Comment by Patrick Pow - Having the computers in common spaces like libraries will increase accessibility to all students.
• Comment by Forrest Tyree - Proposal needs to specify which model of computers is required. Suggestion to use the standard issued computer set at campus.

IX. Set schedule for rest of year due in May

• Upcoming meeting during the next quarter to be 2 hours long to accommodate the discussion and approval of all proposals.

Announcements

End of meeting - 4:01 PM PST