Technology Investment Program Fee Committee
Terms of Reference
(February 2017)

Mandate
To approve and allocate monies from the Technology Investment Program Fee (TIPF) for student and staff identified and supported technology.

Intent of the Technology Investment Program Fee
The intent of the TIPF is to ensure that students have the necessary technology over and above that provided as base technology by the faculty. It is not intended replace the faculty operating budget.

Composition
• The student reps from SAS (ED2, ED3, ED4) LASA, UMAPS, UMAAS and iDAS appointed or elected by their respective peers or associations. In addition, if not already a representative sitting on the committee, the Senior Stick of Environmental Design and presidents of the student associations may attend committee meetings as non-voting members.
• Dean, non-voting
• Business officer, Dean’s office, non-voting
• Facilities Co-Ordinators (CADLab, FABLab, CAST, Woodshop, etc.), non-voting
• Committee secretary appointed by the Dean, non-voting
• Co-chairs: The Dean or Dean's designate (Associate Dean) and a student member of the TIPF. Facilities Co-Ordinators are not acceptable co-chairs.

Responsibilities
1. To spend the money generated by the TIPF in the best interests of the students of the Faculty of Architecture;
2. To seek information and advice from the community of stakeholders within the Faculty of Architecture and, when necessary, from external sources regarding technology that may be of value for investment of the TIPF;
3. To allocate annually a maximum of 75 percent of the annual Technology Investment Program Fee;
4. To oversee the Technology Investment Program Fee Trust Fund composed of 25 percent of the annual fee which is to be allocated every three years on strategic technology investments agreed to by the student representatives, allowing that if there is no appropriate investment identified in any three-year period or if there is an investment which requires more than the amount of money accumulated in a three-year period the allocation may be deferred;
5. To review and be aware of the investment strategies for the monies held in the trust, maintenance and spending funds;
6. To identify a rolling three-year expenditure plan for the TIPF;
7. To oversee and approve the annual and three-year budget. In the event the amount of money budgeted for annual expenditure is not spent, that money is to be rolled over to the next year's annual expenditure allotment;
8. To review and accept the annual financial report for the preceding year and for the current state of the three funds;
9. To review every three years the effectiveness of the TIPF and recommend status quo, increase, decrease or discontinuation of the technology fee.
10. To communicate with students, and to solicit feedback, throughout the year regarding outcomes of meetings, proposed acquisitions and actual expenditures. Communication is to be co-ordinated by the Dean's office and done via email, the TIPF website and posted notices on bulletin boards.
11. To establish policies on how the committee is to operate.
12. To act on any other matters pertaining to the TIPF.

Meetings
1. Meetings schedule:
   • In October, the student reps will meet to appoint a co-chair.
   • General meetings will be held at least once in the fall and once in the winter term.
   • Additional meetings are to be held as necessary.
2. All meetings are at the call of the committee secretary.
3. The committee secretary will put out a call for proposals in October and January. The call for proposals will go to all students, staff, and faculty.
4. During meetings, following discussions regarding the budget and technology needs, the student representatives may meet in camera* to discuss the budget, make any reallocations as necessary, and decide on the budget. There will be no Minutes recorded. The student representatives will move out of camera in order for budget reallocation/approval to be recorded in committee Minutes.
5. Updates on actual financial expenditures to date are to be provided to committee members and/or their respective organizations at each meeting.
6. Voting members may pass urgent requests through email voting with a maximum $10,000 pending limit. Results of the email voting are to be sent to the co-chairs and copied to the committee secretary for filing.
Allocations with respect to specific requests for funding from the TIPF Funds

1. The committee will consider requests from individual students, student groups or staff for a portion of the funds available.
2. The committee will make the student body aware of the availability of funds.
3. Requests for allocation of funds from staff or students must be through an application process identifying the technology requested; its cost; its intended use; how students will benefit from the acquisition; and how many students will benefit.
4. All requests for funds must include a cost estimate for operation and maintenance costs over a three-year term.
5. Student representatives on the TIPFC will meet to discuss allocations and approve or deny same.
6. The TIPFC reserves the right to impose project deadlines and to suspend project funding.
7. In the case of projects that have been approved for funding but have yet to spend the funds allocated by April 30th. A yearly progress report will need to be filed to the TIPFC by September 15. This is to insure new and reoccurring TIPFC members are familiar with ongoing projects the TIPFC has committed to. The committee secretary will notify the stakeholders of their responsibility to submit their annual report.

Responsibilities of students

1. Student groups are to identify by October 1 their representative to the Technology Investment Program Fee Committee.
2. Ideally, the representative should be elected such that the person serves two terms on the committee to allow for continuity.
3. Student representatives are to maintain copies of budgets, minutes and financial statements and any briefing notes they may record and pass those on to their replacement representative. They are to report regularly to the body they represent. (The Dean's office will keep copies of all Minutes, budgets, financial statements, policies and related information and make these available to students on request, all should be posted on the TIPF website.)