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Proposed  
Agenda



UWSA Board of Directors  
Thursday, September 21<sup>st</sup>, 2017  
6:00 PM  
CAW Council Chambers

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**Directors/Senators Present:** Abraham Abduelmula, Ahmed Abdallah, Ahmed Khalifa, Aine Donnelly (6.43 PM), Amanda Skocic, Amber Shaheen, Amy Bui, Andres Curbelo-Novoa, Dana Attalla, Dayana Hassoun, Hagar Elsayed, Jeremiah Bowers (Chair), Jonabeth Martinez-Herrera, Kafilat Wole-Sowole, Liam Adams, Sahibjot Grewal, Yosra Elsayed Elsayed, Zeina Merheb

**Board Observers Present:** Admira Konjic (Executive), Sarah Nouredine (Executive), Maria Hamilton (General Manager), Khushboo Ahuja (Board Secretary)

**Absent/Sent Regrets:** Aashir Mahmood, Sheldon Harrison

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**1.0 Call to Order**

**2.0 Chair's Business**  
**2.1 Teleconference**

**3.0 Approval of the Agenda**  
**3.1 BIRT the proposed agenda be adopted.**

**4.0 Approval of the Minutes**  
**4.1 Public Meeting Minutes of August 31<sup>st</sup>, 2017**  
**4.2 In-Camera Meeting Minutes of August 31<sup>st</sup>, 2017**

**5.0 Presentations to the Board**  
**5.1 UofG Launch Conference Debrief**  
**5.2 Services Furniture Request**  
**5.3 Special General Meeting (SGM)**

**6.0 Reports**  
**6.1 Executive**  
**6.2 General Manager**  
**6.3 Committees**  
**6.4 Senate**

**7.0 Unfinished Business**

**8.0 Proposals/Posted Motions**

**9.0 New Business**

**9.1** Attendance Policy

**9.2** Leddy Library Committee

**9.3** Finance Committee

**9.4** Student Laptop Loaner Program

**10.0 Question Period**

**11.0 Adjournment**



## MINUTES of the Meeting as Occurred

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### 1.0 Call to Order

The meeting was called to order at 6:14 PM.

### 2.0 Chair's Business

#### 2.1 Teleconference:

Admira Konjic taken was on teleconference as requested.

The chair also informed the board that Dayana resigned from the Board. He wasn't aware of the reasons for the same but it could be because she is not a full time student at the university.

### 3.0 Approval of the Agenda

**BIRT** that the proposed agenda be approved.

**Moved: Amy**  
*(All in favour)*

**Seconded: Liam**  
**CARRIED**

### 4.0 Approval of the Minutes

#### 4.1 Public Minutes of August 31<sup>st</sup>, 2017

**BIRT** that public minutes for the Board meeting held on August 31<sup>st</sup>, 2017, be approved.

**Moved: Liam**  
*(All in favour)*

**Seconded: Ahmed A**  
**CARRIED**

**Discussion:** Aine stated that she was present for the meet though she came in a little late. Since meeting held on August 31<sup>st</sup>, 2017 was a special meeting and hence she did not have enough time to change her schedule at work and hence she got late for the meeting. As per the by-laws if the board member/executive joins the meeting any later than 15 minutes of the schedule time he/she gets a strike out. Anie was convinced with it and Chair recommended that this discussion in taken under new business.

## **4.2 In Camera Minutes of August 31<sup>st</sup>, 2017**

**BIRT** that the Board move in-camera, with the executives and General Manager, to approve the in-camera minutes of the Board meeting held on August 31<sup>st</sup>, 2017.

**Moved: Abraham**  
*(All in favour)*

**Seconded: Amber**  
**CARRIED**

**BIRT** that Board leave in-camera.

**Moved: Amber**  
*(All in favour)*

**Seconded: Abraham**  
**CARRIED**

**BIRT** that the board approves the in-camera minutes of board meeting held on August 31<sup>st</sup>, 2017

**Moved: Aine**  
*(All in favour)*

**Seconded: Liam**  
**CARRIED**

## **5.0 Presentation to the Board**

### **5.1 UofG Launch Conference Debrief**

Sahibjot attended the University of Guelph conference. He gave a brief about the events at the conference. He discussed about a group from by the students of UofG called Student's Risk Management. This group creates a threshold and guidelines for any event to be held at the university. So, if the cost exceeds the threshold limit, the student union needs to approve for the event to go forward. The group also take care of all risks associated with the event. UofG is has more stricter rules with alcohol as compared to UofW (UWSA).

The Board discussed that all events at UWSA are also covered like UofG. Also, they stated that all the events are approved by the club coordinator and all approvals coming from UWSA are not practical. Sahibjot clarified that he was only giving a presentation of the conference he attended and not suggesting any amendments with the way UWSA works.

### **5.2 Services Furniture Request**

Sarah shared emails she received from Womxn's Center and Peer Support Center. The coaches at both these centers are worn off and

require a replacement. She also shared the pictures which were shared with her on email.

Board members discussed that replacing the coaches will be more economical than get them repaired. Sarah did not have any quotes for replacement of the furniture. Sarah said that she would prefer if Board accepts the request for furniture replacement and then she can take it forward by arranging the quotes. Board members enquired if the request needs to be forwarded to the Finance Committee instead of the board members. Sarah confirmed that this expenditure comes from Capital Budget and hence requires Board's approval. It was advised to Sarah to take this up with the Finance Committee and come back to board once the quotes are available.

### **5.3 Special General Meeting (SGM)**

GPC presented the changes to the By-Laws which are to be discussed in the Special General Meeting. A Mission statement was added. By-Laws did not have a mission statement before. GPC went through the mission statements of other universities and brain stormed about what UWSA is looking to offer. Using this process, they came up with the mission statement which they presented to the Board.

30.01 (c) was modified stating the Board of Directors can take a minimum of three classes and still hold their position and represent students. As per the current By-Laws executives can go as low as zero courses and continue to be member of UWSA and work for UWSA. Whereas, if board of directors take less than four courses they cannot continue to hold the position. This amendment was brought in giving board of directors some flexibility with their courses and work time. Also, GPC clarified that while filing for the position and running for elections both Board of Directors and Executives are mandated to be full time students. This amendment will come into affect once they hold their office. GPC believed that this will give Board of Directors more time to contribute to UWSA.

Many Board Members welcomed this amendment. One of the board member said that this will contradict with the very idea that UWSA represents full time students. Having part time students as Board Members of UWSA might create some confusion. It was further discussed that as the part time students are a part of OPUS (Organisation of Part Time University Students) and not UWSA and hence won't be able to represent on the Board. It was clarified that is possible for board members to be financially part of OPUS, if they drop their courses to three, and continue to be politically/socially be a part of UWSA. Also, it was said that UWSA Executives are full time

employees and hence they have been given an option to drop down their courses to zero which is not the case with the Board of Directors as they volunteer. Few Board members welcomed this change saying forcing directors to keep four courses so that they can keep their position is not correct and this can affect their grades and sometimes they end up paying more tuition fee to get extra classes just to abide by the minimum class requirement. They said that this will be a smart move as it gives flexibility to directors to choose the courses they want to do and allocate valuable time to UWSA.

GPC discussed further changes in the By-Laws with respect to this amendment. One of the Board Members asked GPC about their process to reach these amendments. They said they did read themselves and did the amendments. Then a read through was done by the Treasurer and two members of CFS. Their suggestions were also included in these amendments. Minute changes to By-Laws were also discussed with the Board.

One of the CFS representatives asked to strike out 50.03 (c) completely. She stated that the clause of not inclusive. She explained that there are studies to prove that students who do not have great academic standing in their university can improve their marks and their self esteem if they are given a chance to be a part of student bodies like UWSA. GPC agreed to this and hence the amendment was presented to the board. Board members also did not object to this amendment. There was also an amendment that board of directors can meet and decide to have a meeting in absence of the Chair and Board Secretary.

There was an amendment suggested by legal that Board should be able pass motions In-Camera which may not be part of the public knowledge. Current By-Laws state that only discussions can be done In-Camera but the motions needs to be passed when the Board moves out of camera and is available for public knowledge. The other amendment stated that by the virtue of presence in the In-Camera meeting each member is subject to the confidentiality clause whether they have signed the confidentiality agreement. One of the member suggested that it is not fair that Board has confidential motions. To this GPC responded that this is already applicable and permitted, these amendments will just clarify the By-Laws.

Transitional meetings were introduced in By-Laws. This will allow outgoing and incoming board members to share knowledge and carry over institutional memory. This amendment is strictly for Board of Members as transitional meetings are already mandatory for executives. To this one board member brought out a point that though

transitional meetings are compulsory for executives but they did not take place at least this term. He stated that there should be certain by-law which enforces these meetings. GPC said that enforcement is difficult once they leave the office but outgoing executives need to prepare a training manual and present it to the Board so this can help to make them accountable during their term. Maria suggested that like the coordinators make a written report about how things are being done on daily basis, executives could be asked to do the same. This will create a database for incoming executives to refer and create an institutional memory.

Also, amendments were made to the By-Laws which will allow committees to chose one board of director as a Chair in absence of the President of the UWSA. This will help smooth functioning of the committees in absence of the President. An idea of allowing the Senators being part of all the committees like Board of Directors was brought to the table by the GPC. As per By-Laws Senators can't be part of all the committees like Board of Directors. Committees are open to Senators to be a part as observers but they do not have voting share so far. A few members pointed out that if Senators can be part of all committees then it is possible that a few board of directors might not get a fair chance to be part of these committees. But it was also pointed out that currently there are open positions in most of the committees. Finance committee has no member as of now, which is extreme. Hence this amendment should have more positive effect on functioning of the committees. Board and Executive vacancy was also discussed. Amendments also suggested that the By-Laws be regularly reviewed by GPC and consult UWSA legal counsel if required. The process for the same was also discussed.

This was the first read of the amendments in the By-Laws and as per the process there will be a second read too before the changes are accepted by the Board and presented to the General Members. Certain grammatical errors were also modified and highlighted.

## **6.0 Reports**

Executives and the General Manager had submitted a written report to the Board Members before the meeting. These reports are attached as Appendices at the end of the minutes. The Minutes only has the discussion done with respect to the report submitted to the Board Members.

### **6.1 Executives**

#### **6.1.1 VP Student Service**

Sarah read out the report for the board. A few board members wanted to know why the concert not held during the Welcome Week. They were informed that the organiser who had arranged for the concert in previous years was not able to do it this term and hence concert will be held later this year (Frost Week). It was clarified that Welcome Week budget and concert budget different. Concert budget is loan of C\$ 50,000.00 and the same is still available for the concert which is planned later in the year. Also, board members wanted to go through the Budget of the Welcome Week. The same was presented to the Board. One suggestion came was UWSA should stop selling the Welcome Week bags. The unsold bags are one of the largest bags. Instead of Welcome Week bags only full access pass should be sold as that is exactly what students buy it for. It was suggested to sell the current unsold Welcome bags at reduced prices to partly make up for the loss.

### **6.1.2 VP Student Advocacy**

Summary of the report of the given by Admira. No discussion was done on the report.

### **6.1.3 VP Finance and Operations**

Sheldon was not present for the meeting but the board went through the report emailed by him. Maria gave a clarification regarding the Health inspector check. She stated that there will be further checks as they are yet to bring alcohol. Also, during his initial check, students were found smoking next to the non-smoking signs. So further checks by health inspector is expected. Soft opening of the Lounge is expected to be at October 5, 2017. It was suggested that after the soft opening UWSA have a casual/informal student engagement at the Lounge.

## **6.2 General Manager**

Board went through the report sent by the GM. No discussion was done on the report.

## **6.3 Committees**

### **6.3.1 Finance Committee**

The committee hasn't met since the last board meeting. They are planning to hold their meeting on coming Monday, October 25, 2017. Few board members said that couple of committees have complained that they are having difficulties to reach out to finance committee. It was clarified that reimbursements are referred to finance committee only if they are over C\$ 300.00. Hence, only two clubs have been referred and finance committee is in touch with them explaining the delay. The delay was as it was difficult to arrange meetings in Summer



term. Fall Term started just this month and they are going to hold regular meetings going forward.

One of the board members brought up a new issue. An undergraduate student took a trip from this campus which was to be majorly funded by UWSA. It has now come to the notice that the Finance Manager did not approve the reimbursement as the Finance Committee meeting minutes did not talk about the approval of any such trip. He also pointed out that in previous years such trips were not encouraged to be sponsored. Finance committee confirmed that the trip was approved by the them but minutes were informal and hence the details were not in the minutes of the meeting. So, the trip was approved but minutes did not reflect as they were unofficial.

### **6.3.2 Student Advocacy Committee**

The committee hasn't met and hence nothing to report.

### **6.3.3 Student Services Committee**

The committee hasn't met and hence nothing to report.

### **6.3.4 Governance and Policy Committee**

GPC has been working on amendments of By-Laws which need to be approved in the Special General Meeting (SGM) as discussed in the presentation. Also, working on the Elections Policy to make sure it is ready for the SGM.

### **6.3.5 Hiring Committee**

Hiring Committee has hired the Board Facilitator. The position was accepted on September 20, 2017. They had received 29 applications for the position of CRO and they have short-listed five applications and will be taking interview on September 22, 2017.

## **6.4 Senate**

Senate met and discussed about how they are going forward in the rest of the year. They have agreed to have a shared email for senators. This will make communication easier instead of addressing to each Senators separately on their personal email ids. They also wanted UWSA to let students know that they can approach Student Senate Caucus Committee for any issues/concerns they face on campus. They also said that they need board members to be a part of Student Liaison Subcommittee.

## **7.0 Unfinished Business**

There was no unfinished business which needed to be discussed.

## **8.0 Proposals/Posted Motions**

There were no proposed motions which needed to be discussed.

## **9.0 New Business**

### **9.1 Attendance Policy**

Many board members pointed out that it is unfair to mark them as absent if they are late by 15 minutes especially if meetings go for hours together. They said it will be better if the late coming is not marked as absent. They said they would prefer a better way to manage late coming. It was also pointed out that clinicals are not taken as excused absence which is not fair. Few board members said that it will be better if attendance is marked on percentage basis, for example a person must be present for say 60% or 70% of the meeting time. It was however realised that calculating this will be a challenging task. It was also suggested that special meetings should be considered differently.

Maria raised concern about changing the policy. But she said from her experience that time of all members should be respected and changing the policy can make people more complacent. It was decided that GPC will be looking for clarity in the By-Laws about how the late comings need to be tackled.

### **9.2 Leddy Library Committee**

Leddy Library Committee required one representative from UWSA. Liam was nominated by Ahmed K. He accepted the nomination. Since there was no other nomination for the said position, Liam was appointed for the same.

### **9.3 Finance Committee**

Finance Committee needed members as one of their member is out of country for this semester. Though he is available online but it does affect the smooth functioning of the committee. So, they need nominations for Finance Committee. It was just a requirement which they brought to the Board. Board Members can reach out to the Finance Committee in case they are interested.

#### **9.4 Student Laptop Loaner Program**

Kalifat represented a plan to loan laptops to students who cannot afford to own one. The detail of the program is attached in the Appendices as submitted by Kalifat to the Board. She gave a brief of the program to the Board. This program will be available to all students as opposed to the initial idea of making it available for the international students. Board members appreciated the program. Quote from IT and response from Leddy Library is awaited.

Maria said that special safe guards will be installed in these laptops. The devices could be locked out in case students do not return the laptops along with GPS and other applications. Many other schools have successfully implemented this program and hence she is positive that this program would be beneficial to students at UoW. Few members pointed out that 28 days could be a smaller time considering the students do not own a laptop. Also, inquiries were made about the process in case students do not return the laptop. Kalifat confirmed that campus police will be involved as the last resort. Initially reminders will be sent to them regarding the same. The same is still under discussion with Leddy Library. The funds for this program will be coming from SOCR fund. This fund is used for computers and laptops used in the University.

#### **10.0 Question Period**

One of the board members was approached with a question. The question was about who is the contact person for organising online voting. The question was raised as Law elections are coming up and they need to arrange online voting for the same. IT of UoW should be the contact person as responded by a few board members.

Also, the new board tables were different than the one approved by the Board and a concern about the same was raised. To this the board member confirmed that the outgoing General Manager Ms. Nicolle had confirmed that the vendor has mispriced the quote and the tables ordered costed more than the approved cost. Hence the new tables are the one which were well within the approved budget.

#### **11.0 Adjournment**

The meeting was adjourned at 9.25 PM

**Appendix – A**  
**REPORT TO THE BOARD OF DIRECTORS**  
**Vice President Student Services Report**  
**Sarah Nouredine**

**Welcome Week & Coming Home Music Festival**

- Welcome Week was an overall success. There were no major incidents. Revenue from the week is still unknown as the financial department is still reconciling everything.
- A Coming Home Music Festival was not organized this year due to issues with production and being able to find an artist within budget. In previous years, it has been easier because Life in Color took on most of the responsibility
- The money in the budget set aside for the concert cannot be used on anything else or it will affect future years so we will be hosting a concert in the winter. Planning has already commenced and updates will be given when everything is finalized

**UWSA Service Coordinators**

- All of our coordinators have officially started
- I will be having monthly meetings with the coordinators in an effort to keep everyone working together and ensuring they feel they have a voice when it comes to the UWSA
- I have supplied all my coordinators with UWSA confidentiality agreements for their volunteers. This is part of my effort to connect the services and the UWSA and make sure volunteers know they are UWSA volunteers in general.
- The Food Pantry is now housed in CAW room 260. There is a need to advertise this service as the room is not easily visible. The office of Student Experience and ISC have been in touch to assist with donations and promoting the service.

**Student Services Committee**

- We have not had a meeting yet because I have been focused on getting the coordinators settled but I will be scheduling one for early October.

**Upcoming Events**

- The Peer Support Centre and Womxn's Centre will be having their grand re-launch on October 4, 2017 from 1pm – 3pm in the Lounge. There will be a ribbon cutting, speeches, and food provided (either catered through the Lounge or from Mare Nostrum)
- I am in the process of planning a Halloween party in the Ambassador Auditorium

## **Future Events**

- In collaboration with all the services, I am planning a week-long event called “Expression Against Oppression” or XAO which highlights different forms of oppressions and how we can fight them in an expressive way. There is going to be a committee formed of coordinators and service volunteers. There is no date yet but we are hoping for sometime in November.

## **General VP Student Services Comments**

- I will be using this term to focus more on the UWSA services and less on programming due to the lack of attention the services have received over the years. I am working with all the coordinators very closely this year to ensure that our services are maintained and promoted properly
- When it comes to programming I am aiming to have a few larger scale events than many smaller events. I believe everyday events in the Student Centre fall under the Director of Student Life and shouldn't be overdone
- I was disappointed with the way Board communicated with me during Welcome Week. Specifically, being told instructions I had given were due to emotions was incredibly undermining and unnecessary. The production crew, security crew, Sandra and I worked tirelessly for 4 months to make sure the tent parties were run smoothly and the Board Chair had no right to take what I said came from our production crew and use it to attack me personally.

In the future, when Board members are assisting with events I would prefer they not question the people who have planned the event nor the people we hire to make sure the event runs smoothly. I would like to see some respect given to the Executive team as we are doing our jobs.

**Appendix – B**  
**REPORT TO THE BOARD OF DIRECTORS**  
**Vice President Student Advocacy Report**  
**Admira Konjic**

**Welcome Week**

- Hello folks, hope all is well. Sure has been an exciting month with everyone back to school and wanted to extend a good job to everyone for doing a lot of outreach in the past month or so welcoming our new students, making sure they are comfortable and for overall stepping up – good stuff!
- Shoutout to Sarah Nouredine and Sandra Muglia for their excellent work during Welcome Week, was well done and was super fun and engaging.
- I hosted a Reflect 150 event along with the Aboriginal Education Centre outlining the oppression regarding the Indigenous peoples and Canada 150. It was an overall amazing event and I received a lot of great feedback at the approach the UWSA decided to take and the way it was approached (holler at your girl!) I am looking forward to hosting future events, as we are well on our way.
- Thank you to all the individuals that assisted me in creating my “Welcome Week Baggies” I distributed a lot during the week, however I still have a handful that I am looking to give out – mostly centered around sexual assault and equity – will be doing this very soon.

**Academic Amnesty, Fight the Fees and CFS**

- Folks will be granted academic amnesty on the Day of Action in February
- Will be mobilizing a “fight the fees” committee to help assist one of the biggest rallies of the year – a lot of materials that I have I would like to distribute on the day itself, however creating a committee will ensure that all minds are put together to execute an awesome rally
- CFS will be coming to our next board meeting to do a presentation on the Federation, and the mandate.

**Debunking the Myth on Islamophobia**

- I have decided that the “conversation and execution” aspect of these following months of being an executive are absolutely imperative. With that being said, as many of you may know I am hosting a “Debunking the Myth on Islamophobia” panel of discussion where folks will be handling a variety of questions provided by myself and the audience.
- I really encourage the UWSA Board of Directors to be in attendance as this is an issue surrounding our campus, friends, and future prospect members of the University of Windsor. Please continue to share it on social media, much appreciated!

**Future Events - Still in the works, stay tuned!**

**Appendix – C**  
**REPORT TO THE BOARD OF DIRECTORS**  
**Vice President Finance and Operations Report**  
**Sheldon Harrison**

- Info Session speaker at the recent Clubs Fest on September 9<sup>th</sup>, instructing club and societies of the following:
  - How to apply for funding
  - Process and turnaround time
  - What is not considered supporting documentation
  - Scheduled dates for Finance Committee meetings
- Began second round of hiring for Lounge this week
- Health inspector has given approval, opening date will be posted soon
- Sourcing different retailers for additional furniture in CAW basement
- Adjusting office hours to accommodate new class schedule, hours will be posted in office and be mentioned in auto-response when contacted via email when out of office

**Appendix – D**  
**REPORT TO THE BOARD OF DIRECTORS**  
**General Manager Report**  
**Maria Hamilton**

**Official Start Date: Wednesday August 9, 2017**

**Hours worked : 165**

**Meetings Attended**

Monday August 14, 2017	UWSA Operations Meeting
Monday August 14, 2017	Farmers Market Meeting with OPUS
Tuesday August 15, 2017	Opus Meeting regarding Bus Pass
Tuesday August 15, 2017	Board Meeting
Friday August 18, 2017	Finalize Bus Pass with Windsor Transit
Monday August 21, 2017	Staff Meeting
Monday August 21, 2017	Operations Meeting
Tuesday August 22, 2017	Touring Lounge with Sheldon and Administration
Tuesday August 22, 2017	Meeting with Fire inspector for Lounge
Tuesday August 22, 2017	GPC Meeting
Wednesday August 23, 2017	Windsor Welcome Week Meeting
Wednesday August 23, 2017	Meeting with Anna Kirby University Centre
Wednesday August 23, 2017	Meeting with Ontario Occupational Health and Safety
Thursday August 24, 2017	Meeting with Holland (Suppliers for the lounge)
Thursday August 24, 2017	Meeting with new Health and Dental providers
Monday August 28, 2017	Meeting with Kellan (New Lounge Supervisor)
Monday August 28, 2017	Meeting with new AFroFest Coordinator
Monday August 28, 2017	Operations Meeting
Monday August 28, 2017	PMB Meeting
Tuesday August 29, 2017	Meeting with Cintas (Supplier for lounge)
Tuesday August 29, 2017	GPC Meeting
Tuesday August 29, 2017	Software demonstration Meeting
Wednesday August 30, 2017	Health and Safety Training Meeting

**Major Projects:**

- Bus Pass agreement changes with the addition of OPUS
- Health and Dental finalization of prices and marketing information
- Lounge staffing, menus, product placement, uniforms
- Lounge Permits, fire and building and health unit, AGCO
- Refugee Student Budget acceptance
- Policies and Procedures Manual



- Training on BY-Laws
- Resolution of Employment/Employee issues with Lawyers
- New Keys approval
- Job Description changes for Bus Pass Clerks and posting
- Posting of Board Facilitator (Rick)
- Review graphics for Bus Passes and wallet holders
- Time Card Training
- Zagster approval of delivery and costs
- Yoshani and I went through Budget line by line
- Find new space for Food Pantry
- New Parking Passes for UWSA for Fall
- Review UWSA/OPUS working agreement
- Bus Pass Training for Clerks by Meaghan
- New Software for HR and Lounge

**Emergency Actions Required:**

- Building had no water and no toilets
- University took OPRIG house away and have all of our food pantry supplies
- Refugee Student rushed to hospital no medical coverage

**Appendix – E**  
**REPORT TO THE BOARD OF DIRECTORS**  
**Student Laptop Loaner Program**  
**Kafilat Wole-Sowole**

**Introduction/Background**

Laptops have become a ubiquitous part of the educational experience, regardless of whether the student is in grade school or college. Many students communicate with educators and other classmates through email, take notes on word processing programs and use educational software such as Blackboard to check on assignments and grades. However, laptops can be expensive, with some brands ranging to as high as \$2,000. In turn, many students at the university have removed the expense from their budget which in the long run, reduces the efficiency of their learning process. A proposed solution to the above is the implementation of the **Student Laptop Loaner Program**, which provides students with the opportunity to borrow laptops for use within and outside the university. This Student Laptop Loaner Program has been adopted by up to 50 other universities in North America under the same name.

**Key features**

The Laptop Loaner Program supplements personal ownership of laptops among UofW students. It provides central resources to ensure that all current students can excel in their academic work by removing the financial burden of having to purchase a laptop.

- **More Efficient Note Taking**

Taking notes by hand can be time-consuming and taxing on your hand. When students have laptops, they can type their notes directly into a document, which also enables them to save the doc in an online cloud storage. Saving the document online ultimately allows the student to access their notes even without the laptop, such as from their phone. Electronic note taking is both faster and more flexible.

- **Accessibility and Connectivity**

One of the biggest advantages of laptops is that they allow students to access information wherever they get an Internet connection. This accessibility allows students to study whenever they have the time -- no matter where they are. In today's world students often work together online on the same documents in such programs as Google Documents or Drop Box. This program would aid students in this endeavor. Greater access to notes and educational tools like education programs and websites can improve student performance in the classroom.

### **Proposed Eligibility requirements**

- This service is only available to currently enrolled full-time undergraduate students who present a valid Uof W student card.
- Students may be excluded from the laptop loan service for repeated late laptop returns, damage, or loss of loaned laptops.
- A laptop loan-out agreement must be signed each time a laptop is borrowed

- Students can only be considered if you are under the following categories:  
OSAP recipient, International Student and qualified low income students  
(qualified with most recent tax assessment).

### **Proposed borrowing details**

- A laptop may be checked out for a maximum of 28 days within an academic term
- Only one laptop may be borrowed by each person at a time
- Laptops are available on a first-come, first-served basis

### **Proposed returning Policy**

- The borrower is responsible for the safe and timely return of the laptop to the Library
- The borrower agrees to back up all personal data to an online storage from the loaned laptop before returning.
- All data will be erased immediately upon the return of the laptop in preparation for the next borrower.
- UWSA is not responsible for any files left on the laptop or for any loss or corruption of data during the borrowing period.
- UWSA is not responsible for any computer viruses that may transfer to or from the network or the Internet that may cause damage to the borrower's files.

## **Student responsibilities**

- Observing best practices related to the physical and network security and protection of the equipment.
- Preventing damage to the equipment.
- Protecting the equipment so it is not lost or stolen in cases where theft was preventable (police report required).
- Other damage due to misuse or carelessness.
- Removing and saving personal data from the laptop before it is returned.
- The laptop will be re-imaged upon its return and any data will be irretrievably wiped. No accommodation can be made for recovering data left behind on the laptop once it has been returned.
- Returning the laptop to the program in good condition by the due date.