



# Memo

*From the office of the...*  
**IT Director**

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**TO:** Members of the Student Representative Assembly  
**FROM:** Pauline Taggart, IT Director  
**SUBJECT:** SRA 22F Report  
**DATE:** September 1, 2022

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As you're probably aware, IT needs everywhere have changed dramatically over the past few years, and the MSU is no exception. Our IT replacement schedule has been impacted by two plus years of Covid-19 coming on the back of the Student Choice Initiative.

Now that classes and departments are back on campus, we're seeing changes in IT needs for many of our services. The way that Campus Events and AvTek provide services to students has evolved and now relies heavily on streaming and mobility. Staff have an urgent need to have mobile access to their files using AutoCAD and need equipment that allows them record, edit, render and live stream video on a regular basis.

Campus Events staff have put together specs for two laptops, docking stations, monitors, and accessories. Our Senior IT Technician, Gang Wang worked with them to fine tune some of the specs and he has obtained quotes for each of the items requested by Campus Events staff. Quotations are attached to this memo.

### **Campus Events Technical Coordinator**

This is a new position within Campus Events and a previous allocation for a computer/workstation was not made. Their position requires them to be mobile and perform video editing/rendering, along with Cad software and Live Streaming. Campus Events has requested the MacBook Pro with specs attached along with a Docking Station and an additional monitor.

MacBook Pro, 16.2" – M1 Pro, 16 GB RAM, 512 GB SSD

**\$3,033.76**

StarTech Thunderbold 4 Dock

**\$545.83**

Lenovo ThinkVision T24i- LED Monitor, Full HD (1080p)

**\$264.07**

**Total: Campus Events Technical Coordinator System: \$3,843.66**

### **CMPE Technical Director**

Anthony Scime has been using a fully depreciated desktop system for in office work and borrowing the departmental laptop for other uses that his desktop couldn't handle. Both systems are inadequate for the tasks he needs to perform regularly such as live streaming, video editing/rendering, AutoCAD. A capital request was included in the 2022-23 Capital Budget to

replace the Technical Director's workstation. However, the departmental needs will be better served by purchasing a mobile workstation as listed in the attached quotations.

We are therefore requesting that appropriate motions be made to allocate and expend funds from the Capital Budget to purchase the following computer equipment for Campus Events/AVTek.

Lenovo ThinkPad Laptop P15 Gen 2 – 15.6", Core i7

**\$3,574.39**

Lenovo ThinkPad Universal USB-C Dock

**\$270.33**

Lenovo Essential Wired keyboard and mouse

**\$43.15**

Lenovo ThinkVision T24i-20 – LED Monitor, Full HD (1080p)

**264.07**

**Total: CMPE Technical Director System: \$4,151.94**

**Fees, Freight, Taxes: \$1,542.17**

We therefore would like to request that a motion be put forward to allocate and expend **\$9,537.77** from the Capital budget for the purchase of two laptops and related accessories for Campus Events and AVTek.

If you have any questions or concerns or would like clarification of any of the details outlined in this memo, please feel free to contact Tony Scime ([eventstech@msu.mcmaster.ca](mailto:eventstech@msu.mcmaster.ca)), Gang Wang ([srtech@msu.mcmaster.ca](mailto:srtech@msu.mcmaster.ca)) or myself ([ptaggart@msu.mcmaster.ca](mailto:ptaggart@msu.mcmaster.ca)).

Best,

Pauline Taggart  
IT Director  
McMaster Students Union  
[ptaggart@msu.mcmaster.ca](mailto:ptaggart@msu.mcmaster.ca)



INSIGHT CANADA INC.  
5410 BOUL DECARIE  
MONTREAL QC H3X 4B2  
Tel: 800-467-4448

**SOLD-TO PARTY 11283658**

MCMASTER STUDENTS UNION  
1280 MAIN STREET WEST  
HAMILTON ON L8S 4L8

**SHIP-TO**

MCMASTER STUDENTS UNION  
1280 MAIN STREET WEST  
HAMILTON ON L8S 4L8

**Quotation**

Quotation Number : [225247139](#)  
Document Date : 15-JUL-2022  
PO Number :  
PO Release :  
Sales Rep : Dan Boag  
Email : [DAN.BOAG@INSIGHT.COM](mailto:DAN.BOAG@INSIGHT.COM)  
Telephone :

**We deliver according to the following terms:**

Payment Terms : Net 30 days  
Ship Via : PUROLATOR INC/Ground  
Terms of Delivery: : FOB ORIGIN  
Currency : CAD

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">MK183LL/A</a>	Apple MacBook Pro - 16.2" - M1 Pro - 16 GB RAM - 512 GB SSD - US EWR Fee 0.95/EA	1	3,033.76	3,033.76
<a href="#">MK1E3LL/A</a>	Apple MacBook Pro - 16.2" - M1 Pro - 16 GB RAM - 512 GB SSD - US EWR Fee 0.95/EA	1	3,033.76	3,033.76
Product Subtotal				6,067.52
EWR Fee				1.90
Freight				17.99
HST				791.36
<b>Total</b>				<b>6,878.77</b>

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Dan Boag

[DAN.BOAG@INSIGHT.COM](mailto:DAN.BOAG@INSIGHT.COM)

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your



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**Quotation**

Quotation Number : [225261874](#)  
Document Date : 20-JUL-2022  
PO Number :  
PO Release :  
Sales Rep : Dan Boag  
Email : [DAN.BOAG@INSIGHT.COM](mailto:DAN.BOAG@INSIGHT.COM)  
Telephone :

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Terms of Delivery: : FOB ORIGIN  
Currency : CAD

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">20YQ003YUS</a>	Lenovo ThinkPad P15 Gen 2 - 15.6" - Core i7 11800H - 32 GB RAM - 1 TB SSD - US	1	3,574.39	3,574.39
	EWR Fee	0.95/EA		
			Product Subtotal	3,574.39
			EWR Fee	0.95
			Freight	17.99
			HST	467.13
			<b>Total</b>	<b>4,060.46</b>

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**Quotation**

Quotation Number : [225262477](#)  
Document Date : 20-JUL-2022  
PO Number :  
PO Release :  
Sales Rep : Dan Boag  
Email : [DAN.BOAG@INSIGHT.COM](mailto:DAN.BOAG@INSIGHT.COM)  
Telephone :

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Currency : CAD

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">61F7MAT1US</a>	Lenovo ThinkVision T24i-20 - LED monitor - Full HD (1080p) - 23.8" EWR Fee 3.00/EA	2	264.07	528.14
<a href="#">40AY0080US</a>	Lenovo ThinkPad Universal USB-C Dock - docking station - USB-C - HDMI, 2 x DP - GigE	1	270.33	270.33
<a href="#">4X30L78883</a>	Lenovo Essential Wired Combo - keyboard and mouse set - US	1	43.15	43.15
				Product Subtotal 841.62
				EWR Fee 6.00
				Freight 51.06
				HST 116.83
				<b>Total 1,015.51</b>

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**Quotation**

Quotation Number : [225282693](#)  
Document Date : 26-JUL-2022  
PO Number :  
PO Release :  
Sales Rep : Dan Boag  
Email : [DAN.BOAG@INSIGHT.COM](mailto:DAN.BOAG@INSIGHT.COM)  
Telephone :

**We deliver according to the following terms:**

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Ship Via : PUROLATOR INC/Ground  
Terms of Delivery: : FOB ORIGIN  
Currency : CAD

Material	Material Description	Quantity	Unit Price	Extended Price
<a href="#">TB4CDOCK</a>	StarTech.com Thunderbolt 4 Dock, 96W Power Delivery, Single 8K or Dual Monitor 4K 60Hz, 3x TB4/USB4 ports, 4x USB-A ports, SD, GbE, Thunderbolt 4 Docking Station for Windows or TB3 MacBook - 0.8m TB4 Dock Cable (TB4CDOCK) - docking station - Thunderbolt 4 - 3 xThunderbolt - GigE	1	545.83	545.83
			Product Subtotal	545.83
			HST	70.96
			<b>Total</b>	<b>616.79</b>

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