

**Innis College Council
Minutes of the 303rd Meeting
Wednesday 10 February 2016 at 3:00 pm
Events Room, Innis Residence**

Present: Ennis Blentic (assessor), Donald Boere (assessor), Sarah Burley-Hollows, James Cahill, Jannie Chien, Cameron Clairmont (assessor), Jason Daye, Hilary Hager, Brianne Katz-Griffin, Charlie Keil, Sherman Kwok, Daniel Laurin, Miranda Lees, Marilyn Linton, Thomas MacKay, Varun Malik, Kathleen McCarthy, Donna Pan, Tony Pi, Ceta Ramkhalawansingh, Roger Riendeau (Secretary), David Roberts, Marta Switzer, Bart Testa, Joanne Uyede, Maitri Vosko, Ben Weststrate, Tim Worgan (assessor), Khrystyna Zhuk

Regrets: Yolanda Alfaro, Elspeth Arbow, Kass Banning, Karissa Cheung, Tiffany Coleiguodala, Victoria DeVito, Jennifer DiMarco, Khuong Doan, Angelica Fenner, Lorne Freeman, Cynthia Messenger, Troy Peschke, Christian Ramirez, Lesli Ransom, Sonja Smiljanic, Amy Sullivan, Isabel Tang, Nicole Thompson, Xindi Zhang

1. Speaker's remarks

Tony Pi chaired the meeting, and Roger Riendeau recorded the Minutes.

2. Minutes of the previous meeting

A motion to approve the Minutes of the meeting of 25 November 2015 was moved (Daye), seconded (Testa), and carried.

3. Business arising from the Minutes of the previous meeting

None.

4. Principal's Report

Principal Charlie Keil reported that Jordan McQuarrie has replaced Paul Day as the Assistant Dean, Admissions and Administration at Innis Residence, and Ben Weststrate has assumed the new position of Communications Officer at the College. Thomas McKay, Associate Registrar, Administrative, has accepted a new position as Director, Faculty Governance and Curriculum Services at Arts & Science; he will be difficult to replace. Campus visits related to the new position in Cinema and Digital Media have just finished; the search committee will be starting deliberations soon.

CSI is celebrating its 40th anniversary and has initiated commemorating the milestone with special screenings of Atom Egoyan's *Remember* in December and Deepa Mehta's *Beeba Boys* in January. One more high-profile screening of a Canadian film should follow in March. An event held in conjunction with TIFF (also celebrating its 40th) is scheduled for early next fall.

Recent College improvements include:

- The north and south stairwells of the St. George building were given a much-needed repair and paint job in December.
- A number of student initiatives are about to be completed or underway: installation of a trophy case in the main floor lobby; a new water fountain near the elevator; the repainting of

the café washroom.

- New doors are planned for the St. George entrance, rendering them fully accessible; plans are underway for improved paving and grading of the area leading to that doorway to facilitate access.
- Plans for a wayfinding system have been presented to and approved by the Wayfinding Subcommittee; the signs are being prepared and we hope to have the system in place by end of term.

Discussions concerning space needs took place with staff and faculty in mid-January and with undergraduate and graduate students in early February. After further discussion today in Council, the Principal will move ahead to strike a working group to help advance the College to the next stage of planning.

5. Presentation of Board Reports

(a) Academic Affairs

James Cahill indicated that it was not necessary for the Academic Affairs Board to meet during this cycle. The Board will reconvene in March.

(b) Student Affairs

Hilary Hagar reported that, while the Student Affairs Board has not recently met, the Recruitment, Admissions, and Award Committee has met to discuss the prospect of student representation in the nomination process for the Gordon Cressy Leadership Awards, honouring the outstanding leaders of the College community. Principal Charlie Keil appears to be favourable to this possibility as the official nominator.

Taddle Creek Residence Life Award applications were assessed for approximately \$20,000 of funding. This year, three candidates met the financial need criterion, out of four who, in total, applied. Concern was expressed about the extent to which the financial need criterion restricted the number of potential candidates and whether commuter students were eligible for the award. These concerns will be subject to further discussion.

The Committee decided to keep the award value at the residence fee level (\$2,530). Decisions re. carry over vs. reinvestment of the funds could be considered at the next meeting of RAAC. Deliberation then ensued regarding the three final candidates. RAAC approved all three applicants for awards.

(i) Office of Student Life

Sarah Burley-Hollows, Assistant Dean, Student Life reports:

Residence Life Programming:

- Programming has been going well for the Dons: the incorporation of “iPromote” programs and “Engagement Opportunity” programs allows Dons to promote community engagement both within Innis and in the U of T community more broadly. Upcoming events include a goal setting program happening this weekend, and a career and resume skills building event at the end of January. Each house is doing well; no major concerns.
- 1 Don is dedicated to supporting the transition of international students; for the upcoming year we hope that the position will include international transition but will also focus on

broad support for students at Innis.

Administration:

- In August of 2015 the Residence Dons took part in an intensive 2 week training period to help prepare them for their roles; during this time they also participated in Central Don Training as organized by Student Life at 21 Sussex via Adam Kuhn (Director, Student & Campus Community Development) as lead. Since then the Dons have participated in two in service training programs – one in October 2015 and one this past Saturday (January 16, 2016) where they came together with Dons from across topics to learn about topics such as informed voting, goal setting, career path planning, and supporting students with chronic invisible illnesses.
- Applications are now open for the 2016/2017 academic year for various residence staff positions; Dons, Front Desk, IT, Maintenance, Programming; applications are due January 28th. Office of Student Life Programming Committee Chairs and Work-Study positions are due on February 22nd
- An information session was held last Thursday January 14th to provide information on the application process for each position; there were approximately 50 students in attendance. Current staff were also in attendance to act as a panel to answer questions from applicants – thank you to our current staff for attending the session.
- Hiring will take place over the next 2-3 weeks with Front Desk interviews happening between February 2nd and 4th, and the Don Carousel happening on February 6th.
- There is a new Programming Assistant Work study position being added to our office in fall 2016, Programming Assistant – Events, which will report to the Communications Officer and in collaboration with the Office of Student Life, assist in the promotion and implementation of events which specifically influence Innis College students. There is also a new Programming Chair position for “Diversity and Service.”
- Mentor Applications open Feb 29, and are due March 4.
- Another successful leadership conference was held: IN2U Perspectives on Leadership occurred on January 23 which included a keynote speaker, and workshops on workstyles, running a clean campaign, leading a team, and mentorship.
- We are currently in the middle of Mentorship week and I’d like to recognized Sherman Kwok who was nominated and accepted as a representative of the St George Campus mentors and the Alumni Mentorship Event at the Design Exchange in Toronto.

(iii) Student Services Committee

No report

(iv) ICSS

Khrystyna Zhuk reports that the ICSS held several successful events since the last meeting of council including a ski trip to Blue Mountain, a collaborative screening with CINSSU of “We Were Children,” and a collaborative open mic night with VUSAC. The ICSS also played an integral part in the planning and execution of U of T Winterfest 2016, which is a campus wide week of events that occurs the first week of second semester. Some of the events we have coming up this month are the Valentine’s Day Charity Auction on February 11 and our annual Formal on February 26.

On February 4, the ICSS held a Town Hall on Student Space, which allowed students to come out and discuss ideas for future college renovations. There was a strong consensus from students on the need for more student lounge and study spaces at the college. There was also a significant number of students who preferred constructing these spaces at the college, instead of the residence.

The ICSS is currently in the process of selecting Orientation Coordinators for the 2016 Orientation Week. We have also began the process for the 2016 General Election. This year's Election Committee consists of Marta Switzer (CRO), Lamorna Dudding (DRO), and Shahin Khodaei (DRO). The timeline for the General Election is the following:

1. ICSS Executive Nomination Period: Feb. 8-16
2. ICSS Directors & UTSU Innis Director Nomination Period: Feb. 17-Mar. 1
3. Campaign Period: Mar. 2-8
4. Voting Period: Mar. 9-10

(v) IRC

Christian Ramirez reports that the Innis Residence Council continues to do well, holding about one large event a month, with a couple small ones every few weeks. We have been able to work with the audit office to create an efficient audit document, which is currently under review. Elections for IRC are coming up, with all exec positions to be filled by the end of February. An amendment meeting to review our constitution is to take place the first week of March, with our goal being to make the constitution much more flexible and versatile for the future executive teams. We are also working on our second annual semi-formal event to take place the third week of March, though until the audit is fully approved, most of the information is still under the discussion.

(c) College Affairs

Jason Daye reported that a Building Accessibility Committee has met, and it is working with Facilities and Services to improve upon our facilities at 2 Sussex Avenue. We are pleased to report the St. George front entrance will have sliding glass doors installed thereby facilitating easier access. Principal Keil indicated the committee will be exploring a ramp-like passageway from the doors through the front garden area to the sidewalk, so as to mitigate the long route along the façade of the building. There is also potential for the City to designate some street parking for Wheel-Trans vehicles.

(i) Facilities and Infrastructure

Cameron Clairmont reported on the following matters:

- Wayfinding Committee has convened and consulted with a designer to address the issue of wayfinding signage in the College. The CAO feels there is sufficient forward movement with this project that he is confident we'll have updated directional signage in the College by the end of academic term.
- The current storage area in the Principal's Office is being reimagined to house the photocopier, faculty/staff mailboxes, confidential files and workspace. Plans are available on Cameron's office door for review and comment.
- After extensive consultation with University designers and engineers, a drinking fountain is about to be installed next to the elevator by the Registrar's Office on the main floor. It will

be wheelchair accessible; one will be able to fill water bottles through a spigot; and the system can be effectively drained through existing piping without involving expensive penetration of the building's foundations.

- Painting in the stairwells is complete, and painting of the lower level is scheduled once a solution to the lockers has been resolved. Tony Pi recommended installation of a mirror or enlarged glass window in the door at the bottom of the stairs outside the Principal's Office exit to prevent collisions from someone exiting quickly through this door.
- The College has been on a 5 year plan to modernize technology in the building. Phase I addressed the network upgrade; we are about to begin Phase II to install new task-specific servers (to increase capacity, especially with large media file storage) with a 2 year rotation maintenance cycle (to minimize disruption and down-time). We are now able to provide improved service to MAC users.

(ii) Residence Operations

Tim Worgan reported on the following:

Administration:

- Welcome to Jordan MacQuarrie, as the new Assistant Dean, Admissions & Operations, at the Innis Residence. He works with Donald Boere on the admissions process to the Residence (through MyRes and StarRez systems); also Front Desk supervisor, and Summer Operations Manager. Assists the Dean with financial management: HR, payables and budgets.
- Hiring process for 2016-17 is beginning. Residence Dons, Front Desk staff, On-Call and Summer Staff, Communications Work-Study positions have been posted. Call for OSL portfolio Committee Heads are forthcoming.

Budget:

- SARG budget was presented to Simcoe Hall back in November. Our goal is to continue to hold any residence fee increase to below 5%. We have now lost our provincial bed subsidy, as the Residence heads towards being mortgage-free by 2020. The Innis Residence receives high praise from the upper administration at the University for its long-term fiscal management of the facility.
- Budget will now be presented formally to the University Affairs Board at their next meeting, but at this date, we don't anticipate any changes.
- Our current reserves are substantially funded to the point that, without impact to student fees, scholarships, operating budget, or student life programming, we will continue to build our reserves to the point where we could potentially borrow against them to renovate our first floor lobby and event room, depending on the space planning being discussed for the College.

Amenities:

- New pool table in the 2nd Floor Games room; piano has been repaired/tuned in the Music Room
- There are still a fair number of events being held in the Events Room through the month of March. It will be converted into a 24/7 study space as of the last day of classes on April 8th
- WiFi development & installation for the building will commence in the next month. A building-wide audit will be conducted over the spring/summer and hopefully we'll have WiFi throughout the building by the end of the 2016 calendar year, depending on implementation costs.

Admissions:

- At the start of this past academic year, we managed to satisfy our First Year Housing Guarantee for all our Innis students with 25 of our students choosing to live at the Chestnut Residence. Due to over-enrollment in FAS and ENG, we had about 12 Innis students slated for temporary housing at the hotel, but managed to get them placed in residence by move-in day. This will have to be monitored carefully by ADA&O and the Registrar for next year, as there is no immediate relief in sight for this increase in acceptance of UofT offers, coupled with an increase in international students who wish to live in Residence.
- With the Guarantee, and the increased numbers of international students choosing our residence, we continue to see an 80:20 ratio of first-year to upper-year students. At this point in time, we are now taking measures to decrease this ratio to 75:25 to be able to house more upper-year students, but it is dependent upon enrollment figures for the coming year.
- A Reapplication Information session is tentatively scheduled for March 3, 2016. Reapplication selection process includes peer-to-peer endorsement, Dons qualifying comments, and participation in community events, portfolios and committees this past year.
- Admission cycle for 2016-17 has now begun, with offers now going out to National Scholars, and other high achieving students across Canada. Ontario and out-of-province offers begin mid-to-end of March.

Summer Operations:

- The full summer rate will be \$2,900 for Innis and other U of T students who apply before March 31st and \$3,000 for all other residents. Half summer cost will be \$2,100, which works out to approximately \$36.50/day. Applications for summer accommodation will soon be available on the Residence website.
- Ajax & North Houses are scheduled for painting and renewal.

(iii) Technical Facilities and Town Hall

No report.

(iv) Innis Library

No report

(v) Innis Café

Gunesh Shahidi reported that business is going well with an increase in the number of people frequenting the Innis Café. Data shows the Innis Café has the highest return rate from all on-campus eateries.

(d) Community Affairs

Ben Weststrate reported on the following matters.

(i) Advancement and Alumni Development

Ennis Blentic reported that Ben Weststrate will be taking up position of Communications Officer. In this new role, he will be responsible for the development of an overarching communications strategy, incorporating the activities of the office of advancement, the residence, and the registrar's office.

On January 8, the College welcomed back five of the College's past principals: Frank Cunningham, John Browne, Dennis Duffy, and Peter Russell to dedicate a plaque honouring the "Past Principals" in the lobby outside the Office of the Principal. Former acting principal, Kay Armatage, was also in attendance along with friends and family of the principals.

The second event to celebrate the 40th Anniversary of Cinema Studies at Innis College will be a special screening of *Beeba Boys* in Town Hall on January 28 with the film's cast and crew. A pre-screening reception will be held in Principal's Office with film's producer, David Hamilton, cinematographer Arv Grewal, and cast member Gabe Grey.

(ii) Innis Alumni Network

Ben Weststrate reported that the Mentorship Program is now at midpoint of the program and run until the end of March. We are currently receiving online "agreement form" submissions. This is a new element to the program, which is working effectively. - = A reception hosted by UTAA and DUA to recognize all mentors across the University will be held on Wednesday February 10 at Design Exchange. Sarah Burley-Hollows and Ben Weststrate will represent Innis and get the chance to connect with many of our mentors

Order of Ontario appointees include Innis alumni Beverly Gordon and Dr. Stanley Zlotkin. They will receive a congratulations letter from Principal Charlie Keil that will include an invitation for them to reconnect with Innis.

Webnesh Haile, the Innis representative on the Council of Presidents reports that the last meeting discussed supporting a few Faculties to setup new alumni associations and forming collaborations with student groups to enhance alumni engagement (such as mentorship programs).

6900 copies of the *Innis Alumni & Friends Magazine* were mailed out in December to all contactable Innis and Cinema Studies alumni. An additional round of mailing to friends and benefactors (including many LLL members) will be conducted this week. The digital version is published on alumni website. Feedback has been very positive, and we continue to welcome it as we plan future publications

Three versions of the alumni e-newsletter are to be emailed out by the end of February; they are tailored to Urban, CSI, and Innis grads. The content of these newsletters is being developed, but generally is a concise presentation of relevant features and recap stories ("News & Announcements"), a selection of alumni profiles, giving and engagement opportunities (such as mentor registration, upcoming events), connection opportunities (update contact info, fastforward, social media handles). Any suggestions for content can be submitted to Ben Weststrate.

(iii) Communications

Ben Weststrate is currently assessing our (ad hoc and sporadic) methods for reconnecting with alumni for the purposes of developing alumni-based stories. We are working to streamline the process, to encompass multiple types of media coverage, from quick social media acknowledgements to online profiles to toward more substantial interview-style alumni features.

(iv) Later Life Learning Program

On behalf of Marilyn Linton, Lorne Freeman reported the winter term began the previous week with three classes on the following topics: *Introduction to Folk Music* (Mon AM), a multi-speaker series urban planning (Fri AM), and *The Medieval Present* (Fri PM). All sections are reported to be full, with an additional 600 members on the waiting list.

After reviewing registration numbers across the year, the LLL Board has approved plans to expand the program during the busiest period, the Fall term. In September 2016, a fourth class option will be offered at the Bloor Hot Docs Cinema. Speaker Coordinator, Peter Harris, is assisting the Board with the expansion.

On behalf of the LLL Donations Committee, Lorne reported that \$4,400 was generated among members during the Fall term, despite a lack of active solicitation. This inactivity was a consequence of LLL resetting its fundraising priorities in light of the end of the Town Hall campaign and the installation of a new Principal at Innis. After having recently met with the Innis Advancement team, the LLL Board has approved the establishment of a “section” of the College’s Annual Fund, specifically for LLL. Monies raised in this sub-fund will be allocated to specific areas, on an annual basis, at the recommendation of the Donations Committee with the input of College administration and the LLL Board. Possible areas for allocation include scholarships for graduating students, student travel scholarships, general investment in the College facility, and other emerging priorities.

In response to these possibilities, Charlie Keil advised that graduating student awards are more easily awarded on the basis of recognition of undergraduate achievement versus admission to graduate school. Charlie also cautioned that a decision to allocate funds to graduating students be carefully considered and presented as people may question the value of awarding students who have completed their studies.

Ennis Blentic clarified that these areas for allocation are merely preliminary, and would necessarily involve input of key stakeholders, namely the Innis Registrar.

(v) Harold Innis Foundation

Ennis Blentic reported no significant developments with the HIF lecture series, but that the Foundation’s Board is expected to meeting in the coming months after which a more substantive report can be provided.

6. Executive Committee

No report.

7. Other Business

Principal Keil led a discussion designed to strike a working group to help advance the College to the next stage of building expansion planning. The ultimate goal of this plan is to replace the house on Sussex Avenue with a larger and more modern building. This planning process is still in its very embryonic stages.

The staff members of the formal Working Group would include: the Principal, the Chief Administrative Officer, the Associate Director, Advancement, a representative of each of the Registrar's Office, the Innis Residence, and the AV/IT staff, two faculty representatives, an alumni and a Later Life Learning representative, an ICSS and an IRC representative, a graduate student representative and a representative of the student program organizations. The hope is that this group can represent the entire College community without being too unwieldy in numbers.

Donald Boere paid tribute to the contributions of Thomas MacKay to governance at Innis College over the past twelve years as he departs for a new position as Director, Faculty Governance & Curriculum Services in the Faculty of Arts and Science. Many members of Council joined in to offer their glowing tributes. In expressing his gratitude for this recognition, Thomas reflected on the ways that his experience on Innis College Council prepared him so well to take on this important and important career responsibility and challenge.

8. Adjournment

The meeting adjourned at 4:30 pm and the farewell to Thomas continued in typical Innis fashion.