

**Student Affairs Board  
Innis College Council  
Wednesday 9 November 2016  
Events Room, Innis Residence**

**Meeting Minutes**

Attendance:

Elspeth Arbow, Donald Boere (assessor), Sarah Burley-Hollows, Alyssa Kerr, Moa Hedlund, Ethan Kim, Miranda Lees, Lanxin Li, Alice Liu, Vincy Lu, Troy Peschke, Tony Pi, Daniela Pirraglia, Lesli Ransom, Ethan Wong, Tim Worgan (assessor)

**1. ELECTION OF MODERATOR & SECRETARY**

A nomination to elect Lesli Ransom as Moderator of the Student Affairs Board for the 2016-17 term was moved (Arbow), seconded (Kerr), and carried.

A nomination to elect Sarah Burley-Hollows as Secretary of the Student Affairs Board for the 2016-17 term was moved (Boere), seconded (Pirraglia), and carried.

**2. MINUTES OF THE MEETING OF MARCH 31, 2016**

A Motion to adopt the minutes of the meeting of March 22, 2016 was moved (Boere), seconded (Kim), and carried.

**3. BUSINESS ARISING FROM THE MINUTES**

A Motion to defer the discussion of the Taddle Creek Award to the subsequent RAAC meeting was moved (Arbow), seconded (Boere), and carried.

**4. OFFICE OF STUDENT LIFE REPORT**

Sarah Burley Hollows reported the following:

**A. Administration**

- Sarah Burley, as Assistant Dean, Student Life, continues to focus on development and implementation of the Student Life curricula: leadership and mentorship programming; international orientation and transition; resource for community outreach initiatives; commuter programs, services & amenities; student success (career exploration & academic skills); the CCR and any STEP programming from the Faculty of Arts & Science. She is also advisor and resource for the ICSS.
- Successful this past year with the recognition and validation of the various student groups, clubs, and associations not directly tied to a faculty or staff advisor here at Innis. In the inaugural year, Innis had 23 CCR positions/activities with 182 students validated. This past year we had 61 positions recognized positions/activities with 219 students validated. We

managed to get Shauna Brail's Hebrew University Study Tour recognized on the CCR at last minute.

- Tim Worgan was part of the organizing committee for the Faculty of Arts & Science's Global Perspectives Symposium this semester. Innis/Woodsworth are hosting one of the World Café sessions held across campus during the symposium.
- We welcome Kate Bowers back as the embedded Career Educator at our College every Tuesday from 12 to 2 PM. Nickolas Lloyd-Kuzik is our new International Transition Advisor, who is available in the residence lobby every Tuesday from 4 to 7 PM.
- New this year: Jaylin Bradbury as our embedded Wellness Counsellor, meeting Innis students on Tuesdays and Thursdays in her office in the iSchool. She can be accessed directly through central Health & Wellness or via referral from OSL/Residence/Registrar for Innis students.
- Eugenia Tsao, as our embedded Learning Strategist from the Academic Success Centre, is available on Tuesday afternoons. Eugenia meets one-on-one with students in the Innis College Registrar's Office by appointment.

## **B. Programming:**

- Innis Office of Student Life now has 8 Committees, each with a volunteer Chair or Co-Chairs:
  - Health & Wellness (including mental health, food & nutrition, fitness; with potential tie-in with our new Wellness Counsellor)
  - Arts & Culture
  - Diversity & Service Learning
  - Academic Skills for Success (in collaboration with our Learning Strategist)
  - Career Engagement (in collaboration with our embedded Career Educator)
  - Leadership (4 Student Leadership Day Conferences)
  - Mentorship (via Innis InSight + Alumni Mentorship programs)
  - International Experience (in collaboration with our embedded International Advisor)
  - We also have a casual group of Engineering students who provide mentorship for our 1st year ENG students living in residence.
- Patrick Meredith-Karam has been appointed as the "Transition & Support" Don who will be providing programming for both residence and commuter students, with a focus on our International students We successfully partnered with the CIE in providing early orientation to our International students at the end of the summer, prior to the official start of Orientation Week. Principal Keil and the Dean of Students hosted the International Welcome dinner on September 19th. We are now in partnership with the English Language Learning program partnership, through Conversation Cafes on Wednesday evenings in the Events Room

- Innis InSight – James An is the new head of InSight and has included two other senior mentors as “Social Director” and “Promotions Director” to continue to grow the program. Orientation for InSight takes place October 5.
- The Innis College Alumni Mentorship Program split into two subcategories of Alumni Mentorship, Young Alumni and Career, to find best fits for the student transition needs (through upper years of university versus into a specific career path), and to fit the paths of our eager mentors. Mentee Orientation to take place Oct 13 & 17
- New StarRez modules for Residence & Student Life are now operational: programming and community engagement (in tandem with the CoCurricular Record); tracking and reporting for persons of concern and sanctions/violations/code of conduct cases.
- Sarah met bi-weekly with the Orientation Coordinators throughout the summer to assist with the development and implementation of a comprehensive Orientation Week, including an upper-year Student Leader Day, ensuring balance between academic orientation through the Registrar’s Office, promotion of student engagement through the Office of Student Life, and social and community building through the ICSS. With the advent of a fall term Reading Week, which will result in a truncated Orientation Week for 2017, it is imperative that we begin discussions now for the orientation requirements of the Faculty of Arts & Science, the centrally-driven mandate of the Office of Student Life, and the activities of UTSU, which often compete for time and resources with our local community goals.
- Term 1 Events included experiences such as:
  - Oct 3 The Mask We You Live In Movie Screening – Collaborative event with Men Against Violence network and Community Safety Office
  - Oct 4 – Go Global – Collaboration with Arts and Science – 7 Innis Upper Year and Alumni presenting on study abroad opportunities in which they’ve participated
  - Oct 22 – Fall Campus Day – student leaders available for tours and info sessions for potential Innis Students
  - Oct 29 – IN2U Pathways to Leadership – Keynote Speaker Sean Kinsella regarding Indigenous Canadians
  - Nov 18 - Grad Expo – collaborative event with Woodsworth College, targeting upper year students looking to learn more about the graduation process and alumni benefits, and/or process and expectation of attending Grad School through discussion with alumni panelists.

## 5. RESIDENCE LIFE REPORT

Sarah Burley-Hollows reported the following, on behalf of Sonja Smiljanic, Residence Life Coordinator:

- Don training took place mid-August through to Move-In day: incorporated new elements that focused on developing applicable skills such as wellness management and budgeting; collaborated with Woodsworth College on fire safety training and participated in central training. All of the changes to Don training, both divisionally and centrally, were received

well by the Dons who provided substantive feedback

- RLC has been meeting with IRC president, Joel Colby, bi-weekly since June and is expected to continue as the RLC integrates the IRC Executive and Board into the programming mandate of the OSL; IRC was invited to all aspects of Don training (which was applicable to them). IRC joined the Dons for the special panel "Understanding Our Students" which had special guests from across campus (including Denise Gray from the Registrar's Office). Upcoming: the Dons and IRC are collaborating to plan a building-wide community builder for the end of October.
- Don have applied community building g programs within the residence to foster a sense of belonging and growth for students. Notable was the Mental Health Awareness Month that Don, Jen Su took the lead on, midterm study and care packages that were distributed to students by a number of Dons, and various iPromote programs that connected students with opportunities within the community such as lectures, art gallery visits, and Free Friday Films at the College
- The Don team attended a fall In Service Training in October through Central and were able to choose concurrent sessions to attend for their professional and personal development. Topics offered included career development, learning more about Sheena's Place - a community resource, which supports those living with eating disorders, and connecting with Campus Police about how to work more effectively together to serve students. Looking ahead to January In-Service Training, a call for proposals have gone out to all Dons to campus to submit proposals to present to their peers and highlight programs happening across campus. The Innis Don Team has been encouraged to apply. So, hopefully there is some Innis representation at the Training.
- Looking ahead the Don and IRC team have a couple of joint socials coming up later in November including a dinner with Principal Kiel.
- Applications for Don positions will be posted in the winter term.
- Tony Pi noted that that he hopes there would be some collaboration/communication with the faculty in order to ensure availability of space and resources.
- It was confirmed that there are two ways to reach the Innis embedded Health and Wellness counsellor: either through Health and Wellness directly or through referral from the Office of Student/Residence Life.

## 6. ICSS PRESIDENT'S REPORT

It was a positive year for elections, which included two special by-elections to resolve tied votes.

A second Equity and Outreach officer has been added to the ICSS as well as 3 first year representatives. All are now settled in and doing a great job. The Orientation Coordinator positions were ratified to have voting rights.

Events in the fall term include:

- Orientation

- Collaborative event with UC Lit
- Club Night
- Downey's Farm Trip
- Football Game

Upcoming events include:

- Therapy dogs
- Winterfest - first week back in January with divisions through SGRT
- Formal will take place the end of feb/early march
- The ICSS general meeting will be Nov 21, accepting proxies and motions to amend up until 16th. It will be held in Innis Events Room 6pm.
- The Movemeber campaign is currently underway – donations can be made in person and online

Regarding ICSS finances, the annual audit was completed early and sent off.

## 7. IRC PRESIDENT'S REPORT

Miranda Less reported the followed, on behalf of Joel Colby, IRC President:

House representatives have all been selected and are doing a great job.

Move in Day was successful with the IRC BBQ & Extravaganza. Other events include: two monthly house Olympics, a Haunted House, and pumpkin carving. Coming up are further House Olympics, a collaborative event with the OSL Arts and Culture Committee to see the Cavalcade of Lights, selling Candy Grams, and a Christmas Potluck on Dec 4. A welcome back event will occur in January.

Regarding finances, the IRC is too small to require an audit. So, an exemption request has been submitted and approved. Financial documents to be provided for review by December, but the audit is not necessary.

It was noted that due to past book keeping errors there is an expected small surplus of money. Therefore, the IRC has decided to spend money on things that benefit the Residence in the long term, such as umbrellas, weights, and HDMI cables.

The piano has been tuned and a treadmill fixed.

A monthly newsletter has gone out to the residents and has been well received.

The Environmental Committee reported that first house won the Recycling challenge. A big thank you, it really helps the utility bills.

## **8. RECRUITMENT, ADMISSIONS, AND AWARDS COMMITTEE REPORT**

A single, consolidated Innis Student Awards Ceremony will be held in the Town Hall on November.

It is hoped that the Taddle Creek Award will become more accessible to students. This will be discussed at the subsequent RAAC meeting. The outcomes of which will be reported on at the next SAB meeting.

## **9. STUDENT SERVICES COMMITTEE REPORT**

As of April 2016, operating year expenditures were \$31,148. The ICSS room painting was completed, the Innis Herald received funding for digitization, and the trophy case was purchased.

Upcoming expenditures include digital signage, water fountain, washrooms, lockers and bulletin boards.

Future project suggestions include accessibility related initiatives, and a “Bike-Chain” fix-it stand.

## **10. OFFICE OF THE REGISTRAR REPORT**

Thus far, the RSVP rate for the Student Awards Ceremony is very good: 125 students and guests.

November Convocation occurred, and it had a smaller turn out than expected.

## **11. OTHER BUSINESS**

None reported.

## **12. ADJOURNMENT**

A motion to adjourn was moved (Arbow), seconded (Peschke), and carried.