

**Student Affairs Board
Innis College Council
Friday 10 February 2017 at 1:30 pm
Room 223E, Innis College**

Minutes

Attendance: James An, Donald Boere (Assessor), Sarah Burley-Hollows (Secretary), Kate Johnson (Assessor), Brianne Katz-Griffin, Charlie Keil, Miranda Lees, Troy Peschke, Tony Pi, Daniela Pirraglia, Lesli Ransom (Moderator), Marta Switzer, Ben Weststrate (Assessor), Ethan Wong, Tim Worgan (Assessor)

Regrets: Ethan Kim, Alice Liu

1. MINUTES OF THE MEETING OF NOVEMBER 9, 2016

A Motion to approve the Minutes of the previous meeting was moved (Ransom), seconded (Pirraglia), and carried.

2. BUSINESS ARISING FROM THE MINUTES

None reported.

3. OFFICE OF STUDENT LIFE REPORT

Sarah Burley-Hollows reported the following:

A. Administration

- We are currently in hiring season for the 2017-18 year. This includes in the Office six work-study positions in communications and programming, as well as maintenance and IT positions. Volunteer positions for the OSL Chair positions open following the hiring period.
- Online modules at the Dean's level being put together in collaboration with Student Life celebration - Online way finding health and wellness and safety (September) building community (how to get connected) – not a replacement for the College.
- Pre-planning for 2017 September Orientation has begun. Excited to work with new Orientation Coordinators when they come aboard.
- Online orientation at Dean's level
- SBH Faculty at PSI in June
- Focus Groups: International Programming; Commuter communication; Social innovation

B. Programming

- Innis OSL continues to partner with Woodsworth Dean's office providing joint workshops. In the fall semester, a successful, day-long Grad Expo took place, and this semester a 6 week

career engagement certificate program (CCR credit) has been launched, every Friday for 2 hours! Over 100 are registered for the program.

- Along the same lines, Tim Worgan is working with Arts and Science in the Next Steps Employment Conference – Career Centre and Alumni at Chestnut 2 day conference
- Mentorship Week:
 - Pop Up Thankyous; Mentor Café; Alumni Mentorship - Mentee Reception (collaboration with Advancement)
 - Upcoming reception/gala alumni mentors to be held in Yorkville on Monday
- Upcoming Programs:
 - IN2U Transitions Day on April 8, 2017
 - First Aid Training
 - safeTALK
 - Alternative Reading Week
 - Poetry/Spoken Word Evening
 - Academic Learning Strategy Sessions with Embedded Learning Strategist, Eugenia Tso
 - ELL Café's continue
 - iStudy's continue
 - Women in LeadHERship – Sarah Burley Hollows to present there

4. RESIDENCE LIFE REPORT

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

A. General:

- Overall, the Residence community is doing really well
- Winter inspections were completed before the break, the building was in good shape
- This year the Don team is comprised of 7 Dons, 4 of which are Returning Dons, which has meant that there have been a lot of opportunities for mentorship and role modelling within the team

B. Residence Life Programming:

- While the Dons do not run area of focus programs like the OSL committees do, they have been regularly running house meetings, updating their calendars, and running “iPromote” events where they take their students out into the community. This year some iPromote highlights have included Free Friday Films, visits to TIFF and the AGO, and promoting lecture series on campus. Last semester the Dons also put together midterm de-stress kits for students in the building. The Dons also act in formal support roles for others running programs in residence.

- Each Don is contractually required to be a lead support for one IRC program per year by acting as a liaison between the IRC Executive and Don team, providing general support with whatever the Social Convener needs in planning and executing the program, and attending the program the day of to help on site.
- Each Don is also contractually required to formally sit on and support one OSL Committee. The Dons are assigned to a committee by the ADSL and their preference is taken into account as well. In this role the Don must regularly communicate with their committee chair, attend meetings as needed, provide support to the planning and implementation phases of the programs run by the committee, report to ADSL if any issues arise, and act as a liaison between their committee and the Don team.
- In an effort to bring the Don team and the IRC executive closer together as a team the IRC was invited to attend parts of training and attended a team-building focused social day at the Toronto Island; and participated in a professional panel presentation held with campus partners like the Registrar's Office, CIE, Central Student Life and more.
- IRC and Don social opportunities have included dinner with the Principal of Innis College in November, a trip to the Toronto Christmas market, and a social night out.
- Dons attend all IRC Exec meetings, and once a semester Dons and IRC Execs meet to discuss larger scale programming in the building.
- By the end of the Fall term each Don has run at least: 7 house meetings, 4 engagement opportunities, 4 iPromotes, 5 passive programs, supported IRC programming, and 1 OSL committee. This will repeat in the Winter Term as a base for their contractual programming requirements.

C. Feedback:

- Community surveys were sent out in December and the data has been compiled and shared with Dons individually in formal 1-on-1 performance evaluations. The data showed that students were overall very satisfied with their residence experience; specifically noting the support from Dons, IRC, and the Office of Student Life as being particularly helpful to their experience.

D. Training:

- Dons completed pre-service training for 2 weeks in August and also attended a collaborative training with all of the other Dons on campus and Student Life
- Their January in-service training offered both professional and student-led sessions on topics varying from working with Health and Wellness, Vicarious Trauma, Compassion Fatigue and Burnout, how to creatively program, and how to add meaning to community building. Patrick and Graham co-presented on the Transition & Support Don role here at Innis, and Lakota presented on a successful collaborative program she ran with IRC at the end of last semester.

E. Hiring:

- Hiring has now opened for the 2017-2018 Don team.

5. ICSS PRESIDENT'S REPORT

ICSS President, Brianne Katz-Griffin, reported the following:

A. Annual General Meeting (AGM):

The first ever successful AGM (i.e., with quorum) was held last semester. Motions passed included:

- Financial Investigation of Cinema Studies Student Union
- Changes to constitution including technical updates, and removal of the requirement of ICSS experience for running for Executive VP and VP Finance positions. Now, only the President needs one year of prior ICSS experience.

B. Events:

Past events include:

- Winterfest (collaboration with other Colleges)
- Charity Auction (over \$400 donated to Covenant House)

Upcoming events include:

- Therapy dogs
- Art Gala – with the Art and Visual Studies Student Union
- Feb 17 ski trip to Blue Mountain, 40 students – highly subsidized

C. Elections & Constitutional Amendments

- The elections committee has been hired elections.
- The constitutional amendment meeting will be taking place on March 8, 2017

D. General:

- New merchandise is coming.
- Innis Orientation: Currently in the middle of the hiring process, hoping to have the positions ratified with Council in two weeks.
- The new website is up and running at <http://icss.sa.utoronto.ca>. Currently, the Executive VP (Elspeth Arbow) manages the content.

Ben Weststrate, Innis Communications Officer, offered website support, where needed.

- The ICSS has unanimously endorsed the upcoming "U Decide" campaign being run on campus – Petitions are currently being filed in order to have a referendum to potentially de-federate from CFS – the endorsement gives students the opportunity to make the decision about potential de-federation, the ICSS is not endorsing de-federating, just the U Decide campaign.

In regards to item 5-A-I, a request was made for clarification on the impending CINSSU financial investigation.

Katz-Griffin explained that ICSS currently funds CINSSU. They are given 2/45ths of an annual levy (approximately \$5,000). CINSSU also receives funding from UTSU and ASSU. At the ICSS AGM, a Motion was put forward to further investigate CINSSU finances. The student who put forth this motion was interested in knowing more about where the money goes, given the large sum of the money (i.e., transparency and good book keeping).

Principal Keil noted that former ICSS and CINSSU Presidents met with him last year and he encouraged CINSSU to make efforts to show how their events might engage the entire Innis Community, given that it is hard to rationalize ICSS giving CINSSU so much money without apparent value back to the community. Principal Keil hopes that this makes the Innis student experience more enjoyable for all.

In regards to item 5-A, a request made to clarify the experience needed in the past for executive positions on the ICSS.

Katz-Griffin explained that prior to the AGM motion, the President, Executive VP, and the VP-Finance all required one year of ICSS experience to be eligible to run. The recently approved Motion now requires that only President to have one year of ICSS experience.

In regards to item 5-C, Weststrate indicated that there are potential upcoming opportunities for coordination regarding constitutional amendments between the ICSS and ICC. For example, there are potential on the ICSS constitution if changes were implemented at ICC that ensure a minimum number of first-year student representatives. A commitment was made to connect.

6. IRC PRESIDENT'S REPORT

On behalf of IRC President, Joel Colby, Miranda Lees reported the following:

A. Past and Upcoming Events:

- Lunar New Year Potluck and Decoration of lobby
- Environmental committee lights off challenge – encourages lights off in common areas when not in use to help with electrical costs
- Semi-formal – being planned
- Valentine's karaoke and candy-grams – funds raised will be combined with Christmas fundraiser and will be donated to Covenant House alongside the ICSS donation.
- Nominations for Executive positions start next Tuesday – a short description of each role and the additional committees required to sit on as having that role is available. The IRC has also collaborated with the Dons, and each exec member will sit in office hours so those interested can ask questions
- Early March applications will be available for Senior House Rep positions and will be

finalized by early April

- A constitutional amendment meeting will be held in March and the voting system is new this year - a hybrid online system – previously votes were held in the last house meeting and people weren't very engaged.

B. Lending Library:

The IRC President created a lending library. There are currently two bookshelves in the Fishbowl Lounge, and suggestions are welcomed on the kind of books to increase use of the Fishbowl Lounge (amidst concern that the room will lose its appeal once the Residence gets full WIFI).

It was noted that the whole college is interested in giving books to the lending library!

C. International resident engagement:

The IRC is trying to engage more international students in events. The formation of a Wechat group is being considered.

7. RECRUITMENT, ADMISSIONS, AND AWARDS COMMITTEE REPORT

Donald Boere and Daniela Pirraglia reported the following:

**n.b., A complete and detailed list of the Award Record Changes is available here:*

<http://alumni.innis.utoronto.ca/wp-content/uploads/2017/03/2017-02-10-SAB-Award-Record-Changes.pdf>

A. Taddle Creek Residence Life Award

The Committee approved changes to the Taddle Creek Residence Life Award, including:

- \$2500 per person max
- RAAC decides the recipient then runs the decision by the Dean of Students, who will offer “sober second thought/check and balance”
- Made clear that first year students can apply. First year students were formerly not applying as they assumed the award favoured upper year students, who have had with more opportunity to demonstrate residence life contribution
- Removal of financial need as requirement (considered but not required) – the current award excludes international because cannot prove the financial need. Important and the biggest change as 33% of the College is international and 44% of the Residence population is international.
- The Registrar's Office is generally improving the way the award is promoted and the application. Over reading week a new tool will be finalized allowing faceted searching for scholarships at the College (i.e., a new search technology).

A Motion to endorse the changes to the Taddle Creek Residence Life Award was moved (Boere),

seconded (Lees), and carried.

B. Additional Award Changes

A series of minor changes and a general clean-up of award records was proposed, including:

- Weisdorf Scholarship: change name at request of donor
- Admissions scholarships: award record is out of date and values are not reflective of what the College actually gives (\$2000-4500); removal of out-of-date “Range of Award Value” requirements
- Cinema Studies graduate student award: removal of financial need because it is hard for grad students to demonstrate financial need; removal of requirement for application
- Kitchen Sink Award: award value modified (“up to \$500”) given that it is now based upon donations given year-to-year; removal of academic average requirement
- Wasser Leadership Award: clarification that applications are available online
- GRADitude Award: removal of full-time study requirement; clarification of application process
- Alumni Scholarship: clarification of application process

A Motion to endorse all of the changes was moved (Pirraglia), seconded (Peschke), and carried.

8. STUDENT SERVICES COMMITTEE REPORT

Brianne Katz-Griffin reported the following:

At the last SSC meeting, on 14 Nov 2016, two subcommittees were struck.

A. Student Art Project Subcommittee

Lesli Ransom reported the following :

- The Committee aims to increase the student life presence in the College, as was the motivation for the relocation of the student trophy case to the lobby. This Committee was also inspired by the ICSS Art Gala, which saw student art hung at the College.
 - A call for submissions recently went out.
 - Submission requirements:
 - Innis student or recent grad or in an Innis program or live in Residence
 - Art piece should be related to the Innis student experience
 - 22x 30 inches – wall hung, 2D
 - Submit by email to the Subcommittee, including a picture of the artwork and a description of the inspiration behind it.
- *Hopefully, if the work is questionable the Subcommittee would benefit from

having insight into the thought process of artist.

- A discussion continues about proper spaces in the College (tbd), based on what would work in each space.
- In response to a question about provisions to consider whether a given submission would be perceived as objectionable or problematic, Ransom acknowledged that art is hard to judge because subjective. When the time comes to judge, people who want to sit on meeting for picking successful art can be included. A suggestion made to check in with Hart House about how they handle their rotating artwork exhibits and how they choose their artwork. Principal Keil suggested exercising caution as it is always possible that someone can take issue with artwork. He advised that the committee know how they will handle such an issue before it arises.
- At the end of the submission period, there will be a gala unveiling. Even the art that is not selected for installation will still be displayed so that artists have a chance for their work to be seen publicly.

A question was raised as to whether any student artwork will fit within the lobby renovation plans.

B. Lobby Renovation Subcommittee

Katz-Griffin reported that the Subcommittee has not yet met, but that meetings with the designers, Cameron Clairmont, Charlie Keil, Teodora Pasca, and others have happened. Renderings have recently been prepared. A design review meeting is pending.

9. OFFICE OF THE REGISTRAR REPORT

Donald Boere reported the following:

- Admissions of non-Ontario students began in December. The first round of Ontario admissions just occurred. Similar percentages to last year have been seen for admissions of out of province, international, and Ontario students.
- Convocation will take place on June 21, 2017
- Claudia Li Tang has returned from maternity leave, and Nancy Prior returns to New College. (Happy birthday to Claudia too!)
- Recent renovations to the office are great! It is a welcoming, spacious and accessible space (except for one issue re: the front desk counter being inaccessible). The sunken area (“the pit”) now works well for workstudy (and random) students. Innis’ embedded Learning Strategist, Eugenia Tsao, has been working out of there on Tuesdays.

10. OTHER BUSINESS

- **Funding for WUSC Student**

The Chair of the WUSC Committee has motioned for an ICSS constitutional amendment regarding the funding of the WUSC program. The proposal, which has been put forth for a

referendum, would increase the student levy from \$3.50 to \$7, annually.

- **Innis Library**

Welcome to Kate Johnson, our new Innis College Librarian. Kate expressed an interest in participation in future SAB meetings, as an Assessor, and she looks forward to many collaborations!

11. ADJOURNMENT

A Motion to adjourn the meeting was moved (Ransom), seconded (Katz-Griffin), and carried.