

**College Affairs Board
Innis College Council
Tuesday, October 24, 2017 at 1:30 pm
Events Room, Innis Residence**

Minutes

Present: Yolanda Alfaro, Elspeth Arbow, Cameron Clairmont (assessor, CAO), Jason Daye (assessor, IT Coordinator), Zakerie Farah, Kate Johnson, Charlie Keil, Ethan Kim (designate of Miranda Lees), Michael La Rosa, Alice Liu, Eyan Logan, Marta Switzer, Lukas van Arragon, Ben Weststrate (assessor, Communications Officer), Tim Worgan (assessor, Dean of Students and Residence), Caroline Wrobel, Joe Yule

Regrets:

Kass Banning, Shauna Brail, Joel Colby, Miranda Lees, Troy Peschke, Tony Pi, Lesli Ransom, Ashlee Redmond

1. ELECTION OF MODERATOR & SECRETARY

Kate Johnson was acclaimed as Moderator.
Varun Malik was acclaimed as Secretary.

2. MINUTES OF THE MEETING OF APRIL 4, 2017

A Motion to approve [the Minutes](#) was moved (Logan), seconded (Arbow), and carried.

3. BUSINESS ARISING FROM THE MINUTES

None reported

4. DEAN OF STUDENTS & RESIDENCE REPORT

Tim Worgan, Dean of Students and Residence, reported the following:

A. Administration

- No changes to administrative staff
- Hiring for front desk has begun. It is open to both commuter and residence students.
- Hiring for on call IT/Maintenance positions are being filled by students as well.
- SARG Budget in process, completion expected in November
- Wi-Fi project completed on October 23. Now have complete building coverage
- Corridor Lighting replaced with LED bulbs
- Summer business was good, \$80K over budgeted revenue

B. Admissions

- Satisfied our First Year Housing Guarantee for all Innis students. Residence is fully occupied for the start of the term, with 25 people on the wait list.
- 15% selected gender inclusive rooms
- 80% first year and 20% upper year students.
- 53 of the 60 available engineering student spots filled.

C. Residence

- Great continuing partnership with UC Berkley students over the summer
- **Lobby renovations:** Higher-level conversation currently taking place, and the project is in the Residence budget 5-year plan

5. TECHNICAL FACILITIES OFFICER REPORT

Eyan Logan, Technical Facilities Officer, reported on the following:

- Laura Brown, no longer works for Innis A/V, and has accepted another role within the University.
- Sean Rogers, is currently Laura replacement.
- Rolla Tahir was a new hire as an evening technician.
- 6 work study students were hired this year.
- Screening room 222 has a new interface, to help with the laptop connection with the podium.
- Town Hall ports were upgraded over the summer with CAT 6 infrastructure
- Live streaming of events now available with fixed wall mounted cameras.

6. INNIS LIBRARY REPORT

Kate Johnson, College Librarian, reported on the following:

- Summer renovations are now complete: new technology, lighting, carpet, paint, and furniture.
- First floor layout has changed to meet accessibility needs.
- Computers have been moved to the first floor for accessibility needs.
- Thank you to work study students for help during summer renovations
- Improve signage within the library
- New policy: Quiet study space and no food, only water.
- Update to the library website is the next project.
- There has been a large increase in user flow-through.
- Will look into extended library hours for the new term and upcoming exam period

7. INNIS CAFÉ REPORT

Ben Weststrate reported the following on behalf of Gunash Shahidi, Innis Café proprietor:

Through the recent RFP process, Procurement Services awarded the Innis Café with the tender to continue on as vendor in the College's café. Through this bidding process, the Café implemented several enhancements: new look; new menu; new ethnic special foods; everything is compostable (e.g., containers, coffee cups, cutlery); and using number system for table service. Also, looking to hire student workers.

8. CHIEF ADMINISTRATIVE OFFICER REPORT

Cameron Clairmont reported on the following matters:

- **Lobby renovation project:**
 - New floors, lighting, electrical, and paint are complete.
 - Furniture install expected at the end of November.
- **Room upgrades:**
 - Room 204: a new teaching station installed in collaboration with ACE.
 - Room 209: Jason is working with ACE to have a teaching station installed.
 - Writing Centre: renovation completed over the summer with new layout, furniture, and paint.
- IT student help desk has been opened.
 - 3 work study students were hired for the Fall/Winter term.
- Office 365 migration to happen shortly for faculty and staff.
- **Library:** Thank you to Kate Johnson, Librarian, for all her hard work over the summer with the library renovation.
- **New Build update:**
 - Project Planning Report completed in spring 2017
 - Planning department sent out a tender for feasibility and schematic design, it is now closed, and Innis College received 11 proposals from architects. Proposals will now be reviewed.
 - April 2019 as potential date for Innis to have artwork for public viewing.

9. OTHER BUSINESS

A. Accessibility Committee Report

Ben Weststrate reported that the Committee has not met this year since the last meeting of the College Affairs Board. It is expected to convene in November. Those ICC members, who have expressed interest in this committee, can expect a meeting notice in the coming weeks.

This year, the Committee will continue working toward its goal of recognition as a "Standing Committee," in the ICC By-laws. Another early initiative will be the development and distribution of an accessibility-focused user feedback survey for 2 Sussex Ave., and an accompanying awareness

campaign.

B. Locker management

Yolanda Alfaro reported that due to recent break-ins, and users from outside of the community using the lockers, unused lockers will be dead-bolted. Notice will be sent to cut all locks on lockers not purchased from Innis.

The option of security cameras was proposed, and further discussion was deemed necessary to determine feasibility.

10. ADJOURNMENT

A Motion to adjourn was moved (Kim), seconded (Keil), and carried.