

**Innis College Council
Student Services Committee
Wednesday 14 February at 1:30 pm
Innis College, Room 310, East Wing**

Minutes

Present: Yolanda Alfaro, Ibraheem Aziz, Sarah Burley Hollows, Cameron Clairmont (Assessor), Lucas Granger, Charlie Keil, Alice Liu, Troy Peschke, Lesli Ransom, Marta Switzer, Ben Weststrate (Assessor), Tim Worgan (Assessor)

Regrets: Elspeth Arbow, Donald Boere, Helen Fu, Alatheia Hayes, Kate Johnson, Miranda Lees, Ashlee Redmond, Bella Rogal, Carol Ye

1. MINUTES OF THE MEETING OF DECEMBER 6, 2017

A Motion to approve the Minutes of the preview meeting was moved (Peschke), seconded (Granger), and carried.

2. BUSINESS ARISING FROM THE MINUTES

None reported

3. REVIEW OF EXPENDITURES

Clairmont confirmed that a total of \$938 was spent on locks for lockers. This is \$62 below the anticipated cost, and project has turned out well—locks are easier to control and to use. There have been no thefts since December.

4. REVIEW OF UPCOMING EXPENDITURES

None were reported.

Clairmont noted, following up on the previous meeting, that a newly installed, second digital display in the East Atrium of the College has created an opportunity for posting College-based information.

Clairmont reviewed the projected available funds as of May 1, 2018. At the current balance, the Committee would carry forward \$57,615. Combined with an expected revenue \$32,000 on May 1, this amounts to \$89,615 (minus any expenditures that the Committee agrees upon in the interim).

5. OTHER BUSINESS

A. Art Committee

Ransom reported that she and Clairmont toured the College to assess wall locations for the selected pieces of art. Two ideal locations were identified: outside of Town Hall on the north wall, where two wall sconce fixtures will highlight the art; and on the third floor of the College within the library.

The selected pieces of art include: two photo sets; an embroidery piece; and a poster.

Ransom proposed that ongoing management of the art project be handled in collaboration with the ICSS, specifically by the Equity & Outreach Director. The Art Committee will develop a manual, detailing how the project will continue to run.

This includes a six-month rotation period (i.e., summer and winter) and four pieces per period. At the end of each installation, the pieces will be donated to the ICSS to auction off in their annual charity art auction. This donation includes the framing so as to maintain integrity of each piece. It was suggested that each artists sign a waiver consenting to the art being released from their ownership, and ultimately to the ICSS.

Each piece will be accompanied by a wall-mounted label, detailing such information as artist, title, year, medium, a brief explanation of the underlying meaning, and the name of the sponsoring/curatorial groups (i.e., ICSS, Student Services Committee, Art Committee). The Communication Officer will be consulted for copy editing of descriptions to maintain consistency over time.

Because of the ongoing nature of the project, there is need for money for this particular installation (printing, framing, installation), plus an ongoing reserve for future installations. Clairmont recommended that framing be done at a professional standard to respect the integrity of the artwork. This includes white matting and a black frame to match other frames around the College. A recommendation was made to ensure the pieces are tamper and theft proof.

A Motion to designate \$4,000 of Student Services funds to the Art Committee installation project for this 2017/18 academic year was moved (Liu), seconded (Ransom), and carried.

A Motion to include a recurring, annual \$8,000 reserve in the Student Services Fund budget for Art Committee installations, to be reviewed after three academic years, was moved (Ransom), seconded (Liu), and carried.

B. New projects

Yolanda Alfaro noted that the ICSS was concerned about designating any large sums of money for structural changes, including furniture, until the College renovation capital project is finalized.

Students have suggested a mobile charging station for the Commuter Lounge. Worgan noted that one such charging station, in the Innis Residence Events Room, cost \$665 and has been operating effectively. Details on that purchase would be forwarded to Clairmont.

The Committee considered the purchase of additional stations for other areas of the College, including the Café and near the elevator. The Committee agreed to purchase a single station to gauge its effectiveness before considering more.

The Committee considered purchasing lock-box style station, which allows users to secure devices while unattended. The Committee agreed to consider this option, when purchasing.

A Motion to designate \$1,000 of Student Services funds for the purchase of one mobile charging station was moved (Granger), seconded (Ransom), and carried.

C. Secondary digital display in East Atrium

Weststrate consulted the Committee on the process and guidelines for posting digital promotions on the new, smaller digital display in the College lobby.

The Committee agreed to limit content to Innis College-hosted promotions (e.g., ICSS, OSL, Registrar), as opposed to all events happening *at* the College. Communications on behalf of central University divisions may be included, at the discretion of the Communications Officer in consultation with the OSL, ICSS, etc.

Weststrate consulted with Jason Daye, IT Specialist, who confirmed that a Wordpress-based content management interface could be set up, as has been done for the Residence digital board. The latter system is user-friendly and easily enables OSL communications staff to manage content.

Worgan confirmed that the OSL communication staff would be happy to extend their operation to cover this second digital display, under the supervision of the Communications Officer and Assistant Dean, Student Life.

Weststrate clarified that determining content shelf-life, slide advance timing, and maximum slide limits would be left to the discretion of the Communications Officer and the OSL team.

Should Town Hall clients, occupying the space outside of regular College operating hours (i.e., Mon – Fri, 9-5pm), wish to turn off the screen, they may do so manually. Otherwise, the screen will display the slide deck on a continuous loop.

6. ADJOURNMENT

A Motion to adjourn the meeting was moved (Granger), seconded (Peschke), and carried.