

**College Affairs Board  
Innis College Council  
Friday, April 6, 2018 at 1 pm  
Room 310, East Wing, Innis College**

**Minutes**

**Present:** Cameron Clairmont (assessor), Jason Daye (assessor), Kate Johnson (moderator), Alice Liu, Eyan Logan, Varun Malik (secretary), Jordan McQuarrie (designate of Tim Worgan, assessor), Tony Pi, Ashlee Redmond, Ben Weststrate, Caroline Wrobel

**Regrets:** Yolanda Alfaro, Elspeth Arbow, Kass Banning, Shauna Brail, Joel Colby, Zakerie Farah, Charlie Keil, Michael La Rosa, Miranda Lees, Troy Peschke, Lesli Ransom, Marta Switzer, Lukas Van Arragon, Tim Worgan, Joe Yule

**1. MINUTES OF THE MEETING OF OCTOBER 24, 2017**

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

**2. BUSINESS ARISING FROM THE MINUTES**

None reported.

**3. DEAN OF STUDENTS & RESIDENCE REPORT**

Jordan MacQuarrie reported the following on behalf of Tim Worgan:

**A. Administration**

- No change to administration
- 2019 SARG budget is approved.
- Student and staff hiring for both summer and fall/winter terms (36 positions) is complete.

**B. Admissions**

- Two rounds of offer went out for 2018 fall term first-year admission
- First-year residence guarantee deadline of March 31 has passed. 765 Innis students maintained their residence guarantee, and of those, 46 indicated Chestnut Residence as their first choice.
- There were 115 upper-year, returning applicants, for 80 reserved spaces.

**C. Residence**

- This summer, our partnership with UC Berkley and the Academic Internship Council continues. The Residence is hosting students from Michigan State, Emory, University of Hong Kong, and Taiwan.

- Lighting project is complete. LED bulbs and motion sensors have been replaced.
- As per the regular summer maintenance schedule, the second and third floors will be closed for cleaning and refurbishment.
- In the early stages of an elevator control replacement/modernization project, which is projected to start in late Sept 2018 to minimize the impact on residence operations.
- Innis residence is currently collaborating with Woodsworth Residence to put together an RFP for cleaning services. The new contract begins in Oct 2018.

#### **4. TECHNICAL FACILITIES OFFICER REPORT**

Eyan Logan reported that there have been no staffing changes. The spring film festival schedule is now set.

#### **5. INNIS LIBRARY REPORT**

Kate Johnson reported the following:

- From April 4 – 29, including weekends, the Library opens for extended hours: 10 am to 9 pm. Users requiring elevator access on the weekend must contact Kate directly.
- Summer hours: 10 am – 5 pm, weekdays
- Beginning in the fall 218 term, the Library will be open Mon - Thurs 10 – 8 pm; Fri 10 – 5 pm; Sat - Sun 1 pm – 8 pm
- Summer work-study positions will be posted. Graduate student applicants are welcome.

#### **6. INNIS CAFÉ REPORT**

Kate Johnson reported, on behalf of Gunash Shahidi, Innis Cafe proprietor, that they are now working with an updated menu.

#### **7. CHIEF ADMINISTRATIVE OFFICER REPORT**

Cameron Clairmont reported on the following:

- Lobby renovation project completed.
- Rooms 204W, 209W, and the and Writing Centre are undergoing renovation/upgrade.
- The College has now migrated to the Office 365 platform.
- Design schematic and feasibility study for college renovation project expected to be completed the third week of May (end of May at the latest).

New Voice Over IP (VOIP) Telephone System:

- Software/app based; feature rich
- Traditional telephones will switch to headphones or the telephone technology will be built into the computers (i.e., camera, speakers)
- Will provide base unit to the principle or accessibility

Jason Daye, IT Coordinator, reported the following:

- Many IT upgrades since the last Board meeting—including new Wi-Fi in the lobby; a portable, 55” LCD display screen with webcam and laptop shelf; and a touchscreen laptop. The latter two devices can be booked by faculty and staff on the following website: <http://alumni.innis.utoronto.ca/tech-booking>.

IT Helpdesk:

- Helpdesk hours are 9 am to 3 pm, Mon to Thurs.
- Looking for three new staff members for summer work-study session; key skills include an interest in computer science and availability to work the prescribed shifts.
- Users can set up and troubleshoot the print release station at the Helpdesk. There were 13,000 prints per month from Sept 2017 to Mar 2018.

TCard+:

- University is instituting [a new service](#), which affects how students can pay for on-campus printing and other services, including the Innis printing station. The new system allows students to load money online (i.e., TCard acts as credit card, carries balance).
- The conversion begins in May and should be implemented in Aug.
- There will be an additional service fee (1 cent per page) to use the TCard Plus system, which means that Innis printing fees increase from three to four cents per page.
- The balance remaining on a TCard from the old system can be transferred to the new TCard+ account and become “TBucks.” Students should visit the [Reader Registration Desk](#) at [Robarts Library](#) (2nd Floor) to have their balances transferred.

## 8. OTHER BUSINESS

### A. College website consolidation:

Ben Weststrate reported that, after consulting with the Principal’s Advisory Committee, the College will embark on a project to consolidate and streamline all of the constituent college websites. The first phase involves information gathering and consultation with a web developer. Regular reports will be provided to the College Affairs Board next year.

Jason noted that IT Helpdesk staff can assist with data transfer from the old to new site(s).

## 9. ADJOURNMENT

A Motion to adjourn the meeting was moved (Johnson), seconded (Logan), and carried.