



Innis College

Student Services Committee Meeting Student Affairs Board, Innis College Council Wednesday, December 16, 2020 at 3 pm

Minutes

Present: Donald Boere (assessor), Joyce Hahn (assessor), Tony Hu, Paul Kaita, Charlie Keil, Steph Kroone, Claudia Li Tang, Breanna Lima Martinez, Steve Masse (assessor), Emma Paulus, Amisha Punja, Ben Weststrate (assessor), Michelle Zhang

Regrets: Yona Anderson, Madi Frost, Annie Liu, Ella Ma, Miriam Moren

1. Election of Moderator and Secretary

Lima Martinez opened the meeting and invited nominations for the positions of moderator and secretary. Keil nominated Punja, who accepted the nomination. Weststrate self-nominated. There were no other nominations.

A motion to acclaim Punja and Weststrate was moved (Lima Martinez), seconded (Li Tang), and carried.

2. Minutes of the Previous Meeting

A motion to approve [the minutes of the March 5, 2020 meeting](#) was moved (Punja), seconded (Kaita), and carried.

3. Business Arising from the Minutes

None reported

4. Review of Expenditures and Available Funds

A. Previous Expenditures:

Hahn reviewed the list of previous expenditures.

1. Clean and replace furniture in commuter lounge (\$25,000)
2. Replace furniture in the student office area (\$10,000)
3. Third-floor study carrel chair replacement (\$5,000)
4. Laptop and phone chargers at the IT Help Desk (\$1,000)
5. Reupholster second-floor, east wing lounge furniture (\$20,000)
6. Recommendation to allocate up to \$10,000 for wayfinding and signage in consultation with the ICC Accessibility Committee.

Hahn reported that none of the earmarked projects have progressed, owing to the pandemic lockdown. She invited the committee to prioritize the items for gradual implementation as restrictions ease and suggested factoring in what spaces students feel they need first.

A discussion of how and what to prioritize ensued.

Kaita recommend coinciding prioritization-implementation with the stages of building re-opening (i.e., first address spaces that will open first). Hahn noted that, pre-lockdown, the commuter lounge (no. 1, above) was closed but the study carrels (no. 3) remained open. Keil added that the study carrel chairs are very old and deserve priority in replacement.

Kaita suggested focusing on student spaces that aren't in currently being used. Lima Martinez reported that current use of ICSS-related spaces is very sporadic, and only individual (i.e., no group activities).

Keil advised the committee to consider re-purposing furniture from one space to another, as the Renewal and Expansion rolls out. Construction will begin in the west wing then move east. An opportunity to relocate good quality furniture from west-wing spaces may arise.

Zhang suggested prioritizing east-wing refurbishments (nos. 3, 4, 5) because they won't be replaced in the early phases of the Renewal and Expansion, if at all.

Keil noted that the College underwent a comprehensive wayfinding (no. 6) audit and design implementation process several years ago. He cautioned that signage systems can only go so far in addressing user navigation issues.

Lima Martinez inquired about other components of a wayfinding system beyond signage: What else can facilitate wayfinding?; Are we limited to signage? Hahn recommended a wayfinding committee be set up to audit the space.

Hahn added that the CAO's office will handle the U of T Procurement aspects of the project, but student user groups will be important in selecting furniture types. Keil inquired about how to best involve students in making specific furniture decisions.

Masse described the consultative process used by the Innis Residence for its recent refurbishments. This began with a needs assessment. Lucy Chung, director, Infrastructure Planning, A&S, presented preliminary furniture options. Students and staff were invited to showrooms to test options.

Keil added that potential for re-purposing should be an important selection criterion (i.e., will it work in a reconfigured, post-Renewal space?).

Lima Martinez reinforced the importance of involving students, beyond elected representatives, in the process. Punja, a commuter student, recommended a college-wide email be sent to invite input (e.g., a short survey), comparable to [U of T's Student Equity Census](#).

Hu noted that the opportunity might be lost on first-year students, who have never physically been to the College. Yet, this cohort stands to gain the most from refurbishment. Masse recommended opening the invitation to all students and framing questions in a more hypothetical way. Zhang suggested wording questions such as “What ideally would you like to see in a space...”. Boere suggested a video tour of the spaces in question.

B. Review of Available Funds

Hahn presented the values available in the Student Services Fund:

- Balance carried forward from previous year: \$119,300
 - \$29,900 of this was generated in the 2019/20 Fall/Winter term (factors in 19% opt-out from Student Choice Initiative).
 - This balance includes the previous allocation of \$71,000, as per section 4.A. Therefore, \$48,300 is unearmarked.
- 2020 Fall-term earning: \$19,700
- 2021 Winter-term earnings: TBD (~\$16,000)
- Cumulative expected total as of spring 2021: \$155,000 (-\$71,000)

5. Proposed Expenditures

Punja invited ideas for future expenditures.

From the previous SSC meeting: Innis Café table replacement

- Keil cautioned against spending too much money because this space will see a dramatic overhaul, and re-purposing café furniture is less conceivable. He added that the Café is also a less student-specific space.

Keil proposed allocating a percentage of annual funds for new build furnishings in student spaces. Furniture budgets for capital projects are notoriously minimal. The SSC could gradually build up an asset base for a longer-term, larger investment in furnishings.

- Boere added that there is a precedent for this type of long-term investment, as this committee was originally formed to fund an elevator.
- Weststrate recommended this be discussed at the next SSC meeting, and encouraged members to think about what an appropriate percentage would be.

Keil proposed funding the student publication *The Spectatorial*. The total proposed budget is \$1,000 (incl. Adobe Creative Cloud subscription; contributor prizes). Keil argued that the merit of supporting this publication is found in its contribution to the College community. He acknowledged the direct impact upon Innis students may be relatively low.

- For historical context on the College's investment in *The Spectatorial*, [see April 9, 2018 ICC minutes \(Principal's Report, p. 2\)](#).
- Zhang suggested that potential SSC funding be tied to a concerted effort to increase *The Spectatorial's* integration within the College, effectively increasing the Innis student benefit.
- A motion to allocate \$1,000 to *The Spectatorial* was moved (Kaita), seconded (Zhang), and carried.

Looking ahead to the next SSC meeting, Masse advised members to consider opportunities to enhance student experience beyond physical, infrastructural improvements. He also recommended instituting a deadline for pre-submission of proposals, including approximate budgets, which could help members refine their proposals before the second SSC meeting.

- Boere noted that the "student services" the committee funds must be non-academic in nature (i.e., not normally funded by tuition or the province). This excludes registrarial and library services.

Keil cautioned the committee against a habit of deferring expenditures as it calls into question the very purpose of the levy. He encouraged members to think seriously about projects to be considered at the next meeting.

6. Other Business

The committee agreed to reconvene in February and set a mid-January deadline for proposal pre-submission and review.

7. Adjournment

A motion to adjourn the meeting (Punja) and carried. The meeting adjourned at 4:18 pm.