

**College Affairs Board
Innis College Council
Tuesday 6 December 2016 at 3:30 pm
Innis College, Room 204W**

Minutes

Present:

Elspeth Arbow, Joel Colby, Jason Daye, Ethan Kim, Charlie Keil, Miranda Lees, Varun Malik, Tony Pi, Marta Switzer, Joe Yule, Julian Zhang, Cameron Clairmont (Assessor), Gunash Shahidi (Assessor), Ben Weststrate (Assessor), Tim Worgan (Assessor)

1. ELECTION OF MODERATOR & SECRETARY

A Motion to elect Jason Daye as Moderator of the College Affairs Board was moved (Weststrate), seconded (Clairmont), and carried.

A Motion to elect Varun Malik as Secretary of the College Affairs Board was moved (Daye), seconded (Keil), and carried.

2. APPROVAL PREVIOUS MEETING MINUTES

A Motion to approve the Minutes of the meeting of March 22, 2016 was moved (Clairmont), seconded (Arbow), and carried.

3. BUSINESS ARISING FROM THE MINUTES

None reported.

4. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

Cameron Clairmont reported on the following matters:

- **Main floor lobby renovation:** New grey porcelain floors and baseboards to be installed. Renovations to begin on December 19th, with expected completion by January 2nd.
- **Lobby furniture design RFP:** RFP closes on December 16, and expected decision on awarded vendor on or near December 19th. Meetings with Student Services Committee to take place on Jan 5 and then February, to go over vendor product/design suggestion.
- **Printer release station:** In collaboration with the student services committee, a new printer release station will be completed by December 16, by the 2nd floor photocopier, in the east wing.

5. REPORT OF THE DEAN OF STUDENTS & RESIDENCE

Tim Worgan reported on the following:

A. Administration

- Residence operations are in good hands with Sonja Smiljanic now in her second year as the (live-in) Residence Life Coordinator; and Jordan MacQuarrie has successfully transitioned into his role as Assistant Dean, Admissions & Operations. We have a full contingent of 7 Residence Dons, all of whom participated in Don training for the last two weeks of August. In addition to the Dons after-hours on-call rotation, we have two on-call student staff for maintenance and IT issues. We have 18 Front Desk staff members in place for 24/7 security.
- We welcome Janet Paterson, Roger Riendeau, James Cahill, and the administration for the Later Life Learners, all of whom have set up their offices in Suite #127. Additional faculty & staff may join them in the future as the need for additional office space continues at the College.
- We have increased use of the Events Room for the Monday/Wednesday meetings for the Later Life Learners; the registrarial FLC groups on Wednesdays; the Communications Café, hosted by the English Language Learning program; URSSU meetings; Innis Council and Board meetings; as well as all the current local activities and events from the IRC/ICSS and Innis Office of Student Life.
- We successfully presented our 2017-18 budget at SARG end of November. Now in its 22nd year of operation, the Innis Residence remains in excellent physical condition with no known major capital repairs for the immediate future.
- We are currently working with IT+S for the installation of full facility Wi-Fi coverage with an anticipated project completion March 2017. In consultation with the Sustainability Office, our intent for the coming year is to replace corridor lighting with new energy-saving LED fixtures while taking advantage of City of Toronto rebates. A new VFA Report is scheduled for completion summer of 2017, which will replace our existing 2009 report.
- No major modifications have been made to the main floor lobby and common areas since the building opened in 1994. Changes to administrative structure, expansion of Student Life activities, and increased demand for both study and event space in the residence provide a strong rationale for reinvesting in the main floor area. Accordingly, the Innis Residence proposes a substantial facility capital renewal in 2020, addressing deficiencies in the current configuration of the lobby, administrative and main floor common areas.
- The summer business operation remains highly successful. We continue to host several small groups, groups of graduate students or professional interns. UofT undergraduate students will continue to pay a discounted summer rate.
- Due to the excellent financial health of the Residence, we continue to maintain our quality of student life workshops and residence community programs through the ancillary.

B. Admissions

- We managed to satisfy our First Year Housing Guarantee for all our Innis students with 48 of our students choosing to live at the Chestnut Residence. We currently have four vacancies for the winter term which Jordan is trying to fill.
- With the Guarantee, and the increased numbers of international students choosing our residence, we have managed to get our ratio of first-year to upper-year students to 75:25 down from an average 80:20 from the past 5 years.
- We have now reached a threshold with our fees that make it somewhat more expensive to live in Residence than some alternative housing options off-campus. We are now

experiencing an increase in cancellations and vacancies, as parents find rental condominiums which are similar to or less expensive (with more modern amenities) than Innis.

- We have limited our Engineering students to 7 upper-year ENG students mentoring 43 first-year ENG students, for a total of 50. As well, we currently house 6 Architecture students.
- Within our current enrollment, we have 126 international students, which is 38.2% of our residence population. We are still unable to house any international exchange students this year.

C. Summer Operations:

- Had a successful summer with no major incidents, and filled our full-summer floors with 228 guests. We closed off the two towers (north & south 5, 6, and 7) for regular maintenance, and still managed to house short-term and ½ summer groups.
 - Number of U of T Students: 107
 - Number of Non-UofT Students: 121
 - Innis College Students: 49
 - Cancellations: 17 + a few small group Cancellations
- Many students were business & law interns, along with medical interns. Other groups included:
 - UC Berkeley: 32 Students (this is part of a cross-border recruitment campaign for CIE)
 - St. Michael's Hospital: 4 Students
 - AIC: 29 Students
- Summer revenue was \$651K, and budgeted for \$590, and therefore showing \$61K surplus over budget.
- One particular concern from the summer was the Parking Garage renovations. We were advised only 1 month prior to the start of the project, and had we known the extent of the noise, we would have reconfigured our summer residence operations. The noise from the construction (primarily in the mornings and on weekends) led to numerous complaints from residents throughout the building, some even threatening to go so far as to call the police. The lack of communication around the project (completion date, level of noise and when) made it very difficult to communicate accurate and helpful information to the residents.
- Summer to Fall transition and Move-In Day was again flawless, as we spread our move-in logistics over a number of days, rather than a single day. We managed to house our student staff, IRC & ICSS leaders, and the international early arrivals as part of the CIE STEP Up program.

6. REPORT OF THE TECHNICAL FACILITIES OFFICER

Benjamin Weststrate on behalf of Eyan Logan reported on the following:

A. 2016-17 Staffing Summary

- Eyan Logan, Technical Facilities Officer
- Kathleen McCarthy, Audio Visual Coordinator

- Laura Brown, Audio Visual Coordinator
- Sean Rogers, Audio Visual Technician (classes/events)
- Max Hazen, Audio Visual Technician (classes/events)
- Ned Seager, Audio Visual Technician (classes/events)
- Vanessa Visheau, Audio Visual Technician (events only)
- Event Staff Assistants: Charlotte Smith, Serena Yoon, Sarah Edo, Erika Leclerc
- Work Study Assistants: Shuiyao Wang, Adam Ibourk, Joey Litvak, Leanne Wang, Yaelin Cho, Ana Tiron

B. Technical Upgrades

- **Upgraded Optical Disc Playback in IN223E/IN312E:**

As of this fall, Innis College classrooms 223E and 312E have now been upgraded to include Oppo BDP-103 bluray players. The Oppos are a robust player that also offer multi-zone and multi-region playback. Please check with the Audio Visual Coordinators on use instructions if you plan on using overseas discs.

- **Innis Town Hall Clearcom Upgrade:**

As of this fall, Innis Town Hall has been upgraded to include a wired two way connection between the podium and the projection booth operator area. This upgrade is in addition to our already integrated wireless Clearcom units. Instructions on the use of the Clearcom system in the ITH are posted on the podium and you should also feel free to contact your on-shift AV tech for a quick operational run through.

As usual, any concerns or complaints with Innis Audio Visual support or staffing can always be made directly to Eyan Logan at eyan.logan@utoronto.ca, 416-978-4145 or room 301.

Cameron Clairmont reported that Eyan Logan is currently investigating complaints regarding microphone quality in Town Hall. This issue will be addressed in 2017.

7. REPORT OF THE INNIS LIBRARY

Principal Charlie Keil reported that the library is currently being managed by iSchool Masters students, and was grateful for their contribution during this transition period. 3 Candidates were interviewed for the Librarian position, and a decision has been made. Further information is required, before an announcement can be made.

8. REPORT OF THE INNIS CAFÉ

Gunush Shahidi reported on the following matters:

- Business is good, hired two-part time students to work at the café
- Café was closed for two weeks during Aug-Sept, for roughly \$80,000 in renovations to the kitchen.

9. OTHER BUSINESS

A. Wayfinding Status & Feedback

Cameron Clairmont reported the following:

- Wayfinding project is now complete. Initial feedback has been positive with regards to the aesthetics and functionality.
- Benjamin Weststrate to accumulate further feedback

B. Accessibility Committee Report

Elspeth Arbow reported the following:

- Consulted with on-campus experts to begin preparations for an accessibility audit (e.g., Allison Burgess, SGDO; Ben Poynton, AODA Senior Officer; Tanya Hyland, Disability Counsellor, Accessibility Services).
- Defined the goals of the Committee as follows:
 - Educating community members about, and raising awareness of, accessibility.
 - Generating input, from a range of building users, to develop and conduct building audits. The initial scope of the audit will focus on “access and circulation.”
 - Monitoring and reporting on barriers throughout the College building, over time.

A Motion to reinstate Accessibility Committee as a subcommittee of College Affairs for 2016/2017 was moved (Weststrate), seconded (Switzer), and carried.

C. Bulletin/Digital Board Proposal

Cameron Clairmont is waiting to hear back from the student services committee to do a walkthrough of the building, to determine a location, if possible, to post a bulletin/digital board

D. AED Installation Proposal

A Motion to install 2 AED machines, one in the college and residence was moved (Worgan), seconded (Clairmont), and carried.

10. ADJOURNMENT

A Motion to adjourn the meeting was moved (Colby), seconded (Switzer), and carried. The meeting adjourned at 5:00pm.