

College Affairs Board  
Innis College Council  
Tuesday 4 April 2017 at 4:00 pm  
Room 310E, Innis College

## Minutes

**Present:** Elspeth Arbow, Cameron Clairmont (Assessor), Joel Colby, Jason Daye (Moderator), Kate Johnson (Assessor), Ethan Kim, Charlie Keil, Miranda Lees, Varun Malik (Secretary), Kathleen McCarthy (designate of Eyan Logan), Tony Pi, Marta Switzer, Ben Weststrate (Assessor), Tim Worgan (Assessor) Joe Yule, Julian Zhang

**Regrets:** Moa Hedlund, Alice Liu, Eyan Logan (Assessor), Troy Peschke, Lesli Ransom

### 1. MINUTES OF THE MEETING OF DECEMBER 8, 2016

A Motion to approve the Minutes of the meeting of 8 December 2016 was moved (Johnson), seconded (Worgan), and carried.

### 2. BUSINESS ARISING FROM THE MINUTES

None was reported.

### 3. TECHNOLOGY UPDATE

Jason Daye reported the following:

- **Office 365 migration for faculty and staff:** Innis has already started exploring this new service by creating test accounts and a mock setup to ensure a smooth transition to the new platform.
- **Voice over IP (VoIP):** ITS is centrally testing a new communications system for faculty and staff. Innis has inquired as it is being tied into the upcoming Office 365 migration.
- **FOB Locks:** All Wi-Fi FOB locks at 2 Sussex Ave. have been upgraded with a Bluetooth reader. Occupants of a Wi-Fi FOB office can unlock their doors by simply tapping their phone on the reader. A Bluetooth reader has also been installed on the St. George St. accessible entrance.
- **Library computers:** Working with our new Librarian, Kate Johnson, we have begun refurbishing the library computer equipment. Lab computers have been reformatted and now use the latest Windows and Office applications that can print directly to the printer release station nearby.
- This summer, all classroom laptops will be replaced with a standardize model.
- With guidance from the Office of Space Management, we have started exploring the idea of refurbishing the technology in room 209W. A classroom technology recommendation is being created, which includes both the University's standards and Innis' unique

instructional requirements for the Cinema Studies Institute.

- As previously presented at Innis College Council, we have started investigating the possibility of a Student Help Desk pilot project.

#### 4. CHIEF ADMINISTRATIVE OFFICER REPORT

Cameron Clairmont reported the following:

- **2 Sussex Ave. lobby renovation:**
  - Members of the lobby renovation group consulted with students and Later Life Learning members to gather feedback and recommendations.
  - Lighting installation has been tendered.
  - Furniture has been ordered with the goal of installation by the start of the 2017 fall term.
- **2 Sussex Ave. automated external defibrillator (AED):**
  - Various models were researched, and the model used by campus police has been selected.
  - We are currently waiting to hear back from vendor on specifications/pricing.
  - One potential location is across from the elevator in the east atrium.

#### 5. DEAN OF STUDENTS & RESIDENCE REPORT

Tim Worgan reported the following:

- All hiring, elections, appointments, and volunteer-chair positions are now complete for 2017/18.
- The *IN2U Transitions to Leadership* conference is this Saturday, April 8. This is the capstone event to the OSL Leadership program and the terminal endpoint for student leaders to complete requirements for their Co-curricular Record accreditation.
- The Residence Committee has not met since January 19, 2017, but the Dean reported on the following Residence matters:
  - The move-out process is underway, making way for summer operations and resulting in a donation drive in collaboration with the ICSS outreach portfolio. Faculty and staff are invited to bring donatable goods to the Residence lobby by April 29.
  - Approximately 75 vacancies remain for summer accommodation.
  - Maintenance for summer 2017 includes: first and third floor painting; corridor lighting replacement; Wi-Fi installation; and underground parking renovations.

#### 6. TECHNICAL FACILITIES OFFICER REPORT

Kathleen McCarthy, Innis College audio-visual coordinator, reported on the following:

- Laura Brown, former Innis AV Coordinator, has accepted a position in event planning and communications with the Department of Electrical & Computer Engineering. Laura’s employment with Innis AV dates back to a work-study position in 2005. In the years since, her contributions to Innis Town Hall and the Innis AV office have been invaluable. Laura’s dedication to the College will be sorely missed.
- Innis AV Technician Sean Rogers is currently replacing Laura.
- The spring film festival schedule is set. April and May are looking extremely busy, with Town Hall bookings almost every day.

## **7. INNIS LIBRARY REPORT**

Kate Johnson, College Librarian, reported the following:

- New library hours as of March are Mon-Fri – 10-5pm.
- Focus groups have been created to generate feedback on wayfinding/work space stations.
- The overall library space will be revamped during the summer, including new furniture, paint and lighting, and the reconfiguration of space to meet accessibility needs.

## **8. INNIS CAFÉ REPORT**

Cameron Clairmont reported that Ancillary Services and Procurement have sent out a public Request for Proposals (RFP) for the next Innis Café vendor. A committee is being assembled to assess bids, and a decision should be made by May 2017. Clairmont added that the existing vendor may bid in the new RFP process.

## **9. OTHER BUSINESS**

### **A. Accessibility Committee Update**

Elsbeth Arbow reported that the Committee met on March 20 and crafted a description for its membership and functions. The intention is have it recognized as “standing” committee (versus “special”) during the next round of ICC Constitutional amendments.

### **B. Wayfinding System Update**

Ben Weststrate reported that he continues to collect feedback regarding the recent wayfinding installation at 2 Sussex Ave. Gaps in the system, related to the lobby area, will be partially addressed in the new lobby renovation design. Further feedback is expected to be generated by the Accessibility Committee.

## **10. ADJOURNMENT**

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