College Affairs Board
Innis College Council
Wednesday, November 28, 2018 at 3 pm
Room 310, Innis College, East Wing

Minutes

1. INTRODUCTIONS

2. SELECTION OF MODERATOR & SECRETARY

Kate Johnson will return as the College Affairs Board Moderator and Ethan Kim will take on the role of Secretary for 2018-2019.

3. MINUTES OF THE MEETING OF April 6, 2018

Click here to view the Minutes

4. BUSINESS ARISING FROM THE MINUTES

There was no business stemming from previous minutes.

5. DEAN OF STUDENTS & RESIDENCE REPORT

A. Administration
1) SARG Budget
   - The initial draft of the SARG budget for 2019/20 is in development.
   - Initial conversation with Financial Services went well and we expect to be able to present the budget to the Residence Committee in January 2019.

B. Admissions
1) Fall/Winter Admissions
   - Satisfied the university's housing guarantee for all Innis students prior to September.
   - Unfortunately, due to space limitations, 67 first-year Innis students were placed at Chestnut.
   - Of the 326 students living in the residence, 75% are FY students, while 25% are UY students.
   - By program, we house 270 Arts & Science Innis students, 50 Engineering students, and 6 Architecture students.
   - It is also notable that this year 20% of students elected to live in gender-inclusive suites, an increase of 5% (or 16 students) over last year.

C. Residence
1) Summer Business
   - Summer revenue exceeded projections by $36.5K, due to stronger than expected demand.

- Preparations for the summer 2019 term have begun and we're currently exploring additional revenue generating streams from the conference part of our summer business.
- Some of these ideas include arrival/departure beyond the regular term dates, linen rentals, a premium rate for our 2-bedroom suites, and so on.

2) Capital Projects
- *Events Room AV* – The audio-visual equipment in the Events Room has been significantly improved. A 75" television display and integrated surround-sound speakers have been installed. It is now easier than ever to connect your laptop to the display through the use of ClickShare – a simple USB device that wirelessly projects your laptop display to the TV with the click of a button. Training to use this new technology will be forthcoming shortly.

- *Common Room Renewal* – Over the summer, we also plan to undertake a significant refresh of the 10 common rooms in the residence. The primary focus of the renewal will be furniture and flooring. Student consultation has already begun, and a student advisory group will be struck in January.

- *Elevator Modernization* – The elevator modernization project that began last year is ongoing. The project has been delayed due to inadequate cooling in the control room that will be required for TSSA approval once the new elevators are installed. Once this work is complete, the project tender will be issued (expected January 2019).

- *Capital Renewal Plan* – My team, in collaboration with the CAO and Facilities & Services, will be developing a long-range capital renewal plan that will include additional projects such as the renovation of the residence lobby, modernization of the kitchen and washroom facilities in suites, and other structural projects such as the roof.

3) Housekeeping Services
- The RFP for housekeeping services is ongoing. As mentioned at the last CAB meeting in April, various divisions across campus elected to jointly issue an RFP through Procurement Services. Unfortunately, the process has been significantly more cumbersome and challenging than initially anticipated. Our current housekeeping services supplier has agreed to extend their contract and we hope to have a new vendor and contract in place effective March 1, 2019.

4) Cannabis Policy & Smoke-Free U of T
- Effective October 17, 2018, recreational cannabis was legalized. As a result, we have introduced a new policy in residence that attempts to balance the rights of those who choose to consume cannabis with those who do not.

- Additionally, at the end of October, the University introduced updates to their Smoking Policy that restricts smoking of any substance (tobacco, cannabis, or otherwise) on University property. Specific exceptions have been included for Indigenous ceremonial practices and medical accommodations. The policy is currently working its way through governance and is expected to come into force on January 1, 2019.

6. TECHNICAL FACILITIES OFFICER REPORT

1) 2018-19 staffing summary
Current staff list for Innis Town Hall and Innis AV is as below:
- Eyan Logan, Technical Facilities Officer
- Kathleen McCarthy, Audio Visual Coordinator
- Sean Rogers, Audio Visual Coordinator
- Max Hazen, Event Technician & AV Technician (classes)
- Ariel Lewis, Venue Coordinator (events) & AV Technician (classes)
- Rolla Tahir, Event Technician (events only)
- Vanessa Visheau, Event Technician (events only)
- Student AV Technicians (classes): Erika Leclerc, Sarah Edo, Yaelin Cho AV Technician Trainees (work study): Alexa Tajanlangit, Veronica Watson Sepejak, Amogh Muralidhara
- Special Projects Associates (work study): Veronica Phillips, Kasia Peruzzi

2) Innis Town Hall – PA upgrades
- We have upgraded to 4 more handheld wireless microphones for Innis Town Hall, bringing our total handheld units available in the space to 8. This will permit better audio support for larger panels and panels with an audience questions aspect.

3) Innis College classrooms 204W/209W
- We continue to experience regular issues with the AV setup in rooms 204W/209W.
- We recommend Innis is cautious with class scheduling in these spaces and hope that further classroom AV upgrades are done with the consultation of Innis AV.

4) Innis Town Hall livestreaming
- Innis Town Hall's live stream setup is currently on hiatus, likely to be restored in an alternate manner in the winter.
- Currently we can videorecord class/events but not livestream.

As usual, any concerns with Innis Audio Visual support or staffing can always be made directly to Eyan Logan at eyan.logan@utoronto.ca, 416-518-8295 (cell) or room 301W.

7. INNIS LIBRARY REPORT

1) New Hours of Operation
- The Library has established extended hour for the Fall and Winter semesters:
  o Mon-Thu 10-8pm, Fri 10-5pm, Weekends 1-8pm.
- The hours will change to Mon-Fri 10am-5pm for the Spring / Summer semesters
- The College has committed to funding for staffing to ensure these hours going forward and there are now 8 Work Study Library Assistants

2) Demand for Work Space
- The Study Carrels on the top level were purchased by Cinema Studies Institute as priority study space for Cinema PhD and Master Students.
- The Library is tracking how many people are unable to find a seat. Staff is checking for people who leave the library and hold a spot. During exams, Library staff collect belonging

that have been left claiming a spot and leave a note that due to high demand for seating, it's not possible to save spots and they should collect their belongings from the Librarian's office.

- The Library looking to purchase furniture to increase student working space, given the high demand.

3) Leaks in the Library
- The skylights windows in the library's ceiling have been resealed to combat the leaking during rainstorms.

4) New Printing System
- The [TCard+ payment system](#) has been installed at Innis College. The Library and IT Help Desk appreciate everyone's patience during the period of transition to this new system.
- [TCard+](#) allows students to [load TBucks online](#).
- To load cash, please go to [Robarts Library](#).
- To transfer money from the old system (chip on your TCard) to the new [TCard+](#) (magnetic strip on the back of your card), please visit the [Reader Registration Desk](#) (2nd floor, Robarts Library, [Hours](#))
- Visit the Innis College IT Help Desk for help (Mon-Fri, 9am-3pm, located next to the Registrar's Office) or ask Library Staff for more information.

5) Wireless Printing
- The new printing system requires new wireless settings.
- Please visit the **Innis College IT Help Desk** to set up your laptop for wireless printing
  - Located next to the Registrar's Office
  - Hours: Mon-Fri 9-3pm.
- Print jobs will remain in the printing queue for 2 hours.

8. INNIS CAFÉ REPORT

1) Recent renovations have been very well received by Innis College Communities. Sales have risen.

2) The Café now has 4 part-time student positions

3) This past summer, the Café gained the opportunity to participate in the TCard+ meal plan and participation was success

4) Cutlery/containers are now compostable - bins are provided

9. CHIEF ADMINISTRATIVE OFFICER REPORT

1) Staffing Changes
- Innis College's Business Officer Varun Malik has left for a new position at Social Justice Education at OISE

2) Innis College IT Services
- Our [IT Help Desk](#) has extended its hours this term: Mon-Fri, 9am-3pm (considering 5pm).

- There are 4 Work Study positions.

3) VoIP project
   - Voice over Internet Protocol (VoIP) is being rolled out through Innis College. The first 4 systems have been installed and are working.
   - Telephones with Bell Services should be phased to VoIP by early 2019.

4) IC New Building Project
   - We have entered the second phase for the schematic design and design dev
   - The request for supplier qualification had closed. 11 responses have been vetted and we are now in process of evaluating them.
   - Next phase
     o Shortlist and go through proposal - Target for early January
     o Schematic design - late winter (March)
     o Design Dev - June/July
   - Why more evals? (Charlie Keil)
     o Going through these, that doesn't imply that there is dissatisfaction, but it is a mandatory process
     o Lucky to get robust representation of what project would look like
     o Committee-driven decision rather than individual
   - Student Levy for the Building Project (Charlie Keil)
     o Have a lower amount until building finishes - higher after
     o In consultation, Ben and Charlie figuring out list of "student ambassadors" so they can represent it to the student community
     o Expecting this as an information campaign as these kinds of levies have failed

2) Innis College Website
   - Our current website is a great resource, but we are seeking the opportunity for something that's cohesive and update the content to be more user driven
   - We are at the initial phase for Website Revitalization/Restructuring
   - What is needed?
     o Opportunities to centralize updates
     o Identifying stakeholders

10.   OTHER BUSINESS

1) Accessibility at Innis College
   - Many questions about wayfinding
   - Large interest in accessibility subcommittee

11.   ADJOURNMENT