

**Innis College Council  
Community Affairs Board  
Monday, April 8, 2019 at 2:30pm  
Innis College, Room 209, West Wing**

**Minutes**

**Present:** Andrew Choi, Joyce Hahn (assessor), Kate Johnson (moderator), Charlie Keil, Ethan Kim (secretary), Stephanie Kroone, Daniel Li, Annie Liu, Eyan Logan, Steve Masse, Tyler Schilz, Ben Weststrate (assessor), Caroline Wrobel, Andrew Zhao

**Regrets:** Dianthi Fernando, Brandon Liu, Varun Malik, Tony Pi, Ashlee Redmond, Joanne Uyede, Nancy Zhao

## **1. MINUTES OF THE MEETING OF NOV. 28, 2018**

A motion to approve [the minutes of the previous meeting](#) was moved (Li), seconded (Keil) and carried.

## **2. BUSINESS ARISING FROM THE MINUTES**

None reported

## **3. DEAN OF STUDENTS REPORT**

### **A. Residence administration**

- **Ancillary financials:** The residence budget for 2019/20 was passed at SARG and approved by UAB. The university continues to be pleased with the financial health of the ancillary.
- **Capital projects:**
  - **Common Room renewal:** The common room renewal project is well underway at this point. Student feedback was solicited through the residence survey administered in November and a more in-depth consultation occurred with residents just a couple of weeks ago. We have just received the tender for flooring improvements and are beginning work with the Faculty's Infrastructure & Planning group on design and furnishing these spaces.
  - **Laundry modernization:** Currently, our laundry facilities are coin-operated and we agree with student feedback that it warrants improvement. We are currently gathering information about possible integration of the university's T-Card+ and/or pursuing an agreement with an external vendor. The priority for this project is to ensure excellent service for students, while keeping costs as low as possible.
  - **Elevator modernization:** The elevator modernization project continues to proceed. The project was delayed due to inadequate cooling in the control room that will be required for TSSA approval once the new elevators are installed. Facilities & Services is responsible for moving the project to tender and the most recent update I received indicated it was to be released in March.

- **Housekeeping services:** We have recently completed the RFP process and subsequent negotiation for our housekeeping services in residence. The successful proponent is BEST Service Pros. They are a BC-based company specializing in housekeeping services within post-secondary institutions across Canada. Their contract began in mid-March and we have been working alongside their team to ensure the transition from our previous housekeeping provider to BEST proceeds as smoothly as possible.

## B. Residence admissions

- **Fall/Winter housing:** Housing admissions for 2019-20 academic term are underway. This year, we are planning to maintain a 75:25 ratio of first-year to upper-year residents. This is consistent with years past.

This year, we saw a significant spike in the number of upper-year students hoping to return to residence in September. Last year, we received 115 applications and this year the number rose to 175, an increase of 60 students, or 52%.

As of today, 756 applicants with admission offers to Innis College remain eligible for the University's residence guarantee. This is consistent with the number of eligible applicants last year. All the Deans of Students, and Housing Services continue to monitor this number and have begun to proactively discuss options should there be insufficient space in residence to meet the housing guarantee.

We are also in the midst of developing a new housing application centre called Portal X. The benefits we hope to realize once the new portal is implemented includes a more streamlined application process that eliminates the need to access multiple systems and complete numerous different residence applications. This project broadly aligns with recommendations from the Faculty's business process re-engineering exercise that occurred in 2016. If the project proceeds as expected, it will be implemented for the 2020-21 admissions cycle.

Hiring of student-staff in the residence is nearing completion. This includes a large team of staff working at the front desk, assisting with admissions, maintenance, and IT, and our expanded team of Residence Dons.

- **Summer housing:** Preparation for the summer housing season is proceeding smoothly thus far. The residence is fully booked for the summer and demand remains very strong. We reached capacity one month earlier than in 2017 and we currently have more than 190 individuals on our waitlist. This is likely due to a combination of the desirability of our suite-style accommodations and very competitive pricing.

We have implemented a new on-call staffing structure that is responsive to the dynamism of our summer housing program. We have hired four Residence Dons that will be available after-hours on a rotating basis and ensures that we have sufficiently trained support available in case of emergency. Both the Residence Life Coordinator and Assistant Dean, Student Life will also be available should there be a need for escalation.

Maintenance this summer will proceed in the North and South towers of the residence, each of them being closed for 1-2 months. This work includes waxing and stripping the floors, shampooing the carpet, repairing countertops and cupboards, and a variety of other maintenance projects. When the towers are not closed for maintenance, we have offered space in residence to students and groups who are interested only in half-summer stays.

## 4. TECHNICAL FACILITIES OFFICER REPORT

- **Summer/Fall 2019 staffing**
  - Sean Rogers will be on paternity leave for May – December 2019.
  - Innis AV will likely run with a smaller staff group for summer 2019. Staffing for fall 2019 will be determined later this spring/summer.
- **Innis Town Hall:**
  - Repairs to the peeling wall laminate was undertaken during February 2019 reading week.
  - Live stream setup scheduled to be restored summer 2019. Details on its applications for events and classes will be forthcoming.
  - As we move into our busy April-June rental season for event, we look back at some of the metrics for May 2018 to April 2019. Over 400 audiences, 300+ events and seat count of about 45,000.

## 5. INNIS COLLEGE LIBRARY REPORT

The Library will change to Summer Hours from Monday, May 13<sup>th</sup> – Friday, Aug 27<sup>th</sup>, 2019, Monday through Friday, 10AM – 5PM.

## 6. INNIS CAFÉ REPORT

Nothing reported

## 7. CHIEF ADMINISTRATIVE OFFICER (CAO) REPORT

### A. Business services

- **Business services coordinator:** This position is still vacant since Dec 1/18. New role will expand on the planning and analysis capacity. Anticipated recruitment mid-summer and hiring before Fall. In the meantime, UTemp staff member is in place to support processing.
- New Business Services email, [businessservices.innis@utoronto.ca](mailto:businessservices.innis@utoronto.ca), which is customer service-focused; accessed by staff from Business Services / Office of the Chief Administrative Officer for non-confidential inquiries only, including:
  - Facilities and maintenance - repairs, space and access
  - Invoices - AP and AR billings'; payment timeline
  - Payroll - ERDD, time sheets
  - Administrative - all other, general inquiries
- **Operations Management:** Jason Daye ([j.daye@utoronto.ca](mailto:j.daye@utoronto.ca)), providing day to day operational support due to vacancies and volume of outstanding projects
- **Annual operating budget:** The annual operating process within the Faculty of Arts & Science is complete. Scope is base budget only. No change to the Annual operating budget.

## B. Operations

- **Fire alarm coverings:** There are 11 new plastic coverings installed in high traffic areas throughout College
- **Room 107 maintenance:** The windows in room 107 (i.e., student offices) have been repaired. The storm shutters have been reseated, the wooden windows have been sealed, and the draft guards replaced.
- **Room 223E power supply install:** The room 223 table is having its electrical hook-up installed this week to enable the desktop laptop plugs. Work is expected to be finished by Apr. 12, 2019.
- **Security and access:** College is being reviewed to allow the FOB lock replacement project to continue rolling out new FOB enabled areas.
- **Summer maintenance:** Minor college repairs such as paint touch up will be performed over the summer session.

## C. Information technology (IT)

- **Voice Over Internet Protocol (VoIP):** College VoIP migration project is on target for completion by 2020. The building's network infrastructure has been upgraded to allow use of cable powered handsets and all switches are covered with battery backups. First floor staff are finished, and CSI will be moving forward this summer.
- **Website:** Modernization and redesign project in planning phase. Innis family of sites will be modernized allowing easier navigation and access to information. First phase visioning exercise with representation from user groups will be planned.
- **ITS legacy email:** UT expiring legacy email services began February. Notice has been circulating across community; Innis in March. Any email accounts not hosted in Microsoft 365 will be removed. Instructions will be sent directly to affected accounts.
- **IT Help Desk:** Continue during the summer months and available Mon-Fri 9am-5pm as schedules permit. Four work study positions have been posted, please pass information along to anyone you know who may be interested. Applications need to be submitted via Career & Co-Curricular Learning Network <https://cln.utoronto.ca>

## 8. ADJOURNMENT

A motion to adjourn the meeting was moved (Logan), seconded (Li) and carried. The meeting adjourned at 3:30pm.