



Brock University Senate

MINUTES OF MEETING #5 (2010-11)

**SENATE INFORMATION TECHNOLOGY AND
INFRASTRUCTURE COMMITTEE**

WEDNESDAY, FEBRUARY 16, 2011, 3:30 PM

13TH FLOOR BOARD ROOM, SCHMON TOWER

PRESENT: Professor David Vivian (Chair), Professor Tony DiPetta (Vice-Chair),
Professor Marilyn Cottrell, Professor Babak Farzad, Dr. Murray Knuttila

Dr. Jack Miller, Ms. Margaret Sanderson, Mr. Scott Walker, Dr. Philip Wright,
Margaret Thompson (Administrative Support)

REGRETS: Dean Fiona Blaikie, Professor Donald Brown, Professor Kelly Lockwood,
Interim Dean Joanne MacLean, Professor Dan Malleck, Professor James Mandigo,
Mr. Sebastian Prins, Professor Felipe Ruan, Mr. Tom Saint-Ivany, Mr. Andrew Skelton,
Ms. Betty-Lou Souter, Ms. Helen Young

Professor Vivian welcomed members. In the absence of a quorum, the consideration of decision items would be deferred to the next meeting.

1. Approval of Previous Minutes

The minutes of meeting #4 held on January 26, 2011 had been posted with the meeting materials. In the absence of a quorum, approval of the minutes was deferred to the next meeting.

2. Business Arising from the Minutes

Professor Vivian noted that the following the meeting of January 26, 2011 he had spoken with the University Librarian who had concurred to the suggestion made during that meeting that a Library representative be added to the composition of the Committee. The matter would be presented to the Governance Committee for consideration.

3. Report of the Chair - None

4. **Communications**

The Chair reported on two communications he had received. A brief discussion ensued during which it was suggested that the concern regarding snow removal on the sidewalk and street of Glenridge hill be referred to John Dick, Facilities Management Maintenance and Operations Services, Grounds Services Manager. A second concern regarding the availability of seating in the Marketplace would be referred to Iain Glass, Managing Director, Community and Ancillary Services and Hospitality Services.

5. **Standing Reports**

5.1 Facilities Management

a) Major Capital Projects Update

Mr. Walker provided oral project status update reports on the Marilyn I. Walker School of Fine and Performing Arts and the Cairns Family Health and Bioscience Research Complex.

During a brief discussion, it was noted that Brock's hosting of the Congress of the Humanities and Social Sciences in 2014 would provide an opportunity to showcase the new downtown Marilyn I. Walker School of Fine and Performing Arts and the Performing Arts Centre to the national and international community.

b) Ontario Universities' Facilities Condition Assessment Program

[The Ontario Universities Facilities Condition Assessment Program as of February 2010 had been distributed with the meeting materials.]

Professor Vivian noted that Mr. Saint-Ivany was in Toronto attending a meeting of the Council of Ontario Universities Facilities Associate Vice Presidents. Discussion of the Report would be deferred to the next meeting of the Committee.

c) Outline of a proposed Facilities Management Operating Procedure "Disruption of Occupied Areas Due to Construction"

[A preliminary outline of a proposed "Disruption of Occupied Areas Due to Construction" had been distributed with the meeting materials.]

Mr. Walker reviewed the preliminary outline of a proposed Facilities Management operating procedure regarding the "Disruption of Occupied Areas Due to Construction". He noted that the development of the proposed operating procedure was in response to a previous request from the Information Technology and Infrastructure Committee following the construction of the Courtyard Marketplace project.

During the Committee's consideration of the outline, Mr. Walker responded to questions and received feedback from members. An email to all Committee members inviting further feedback on the outline would be distributed following the meeting. Mr. Walker would present a draft of the operating procedure to the Committee at a future meeting.

5.2 Information Technology Services

Dr. Wright provided an oral update on activities within Information Technology Services (ITS), which included the following:

Beginning this fiscal year, ITS will be undertaking the first-ever renewal program for classroom technology. ITS will be spending over \$100k per year on an ongoing basis to "evergreen" classroom technology. Next year's ITS classroom renewal budget will be in the range of \$200,000 (the exact amount to be determined by the end of this fiscal year), for a total of over \$300,000 to be spent over the next 15 months. This renewal program represents a significant commitment on the part of ITS and the University's administration to ensure that instructors and students have excellent technology in the classroom. Yearly scheduled maintenance will continue as it has done in previous years to ensure all equipment is functioning properly for the academic year. It was noted that consultations with the Classroom Modernization Committee and the Accessibility Coordinator would be coordinated.

Dr. Wright addressed questions from members regarding technology in the classrooms. A discussion ensued regarding how best to deal with new technologies in an effective way for both the instructor and the student.

The call for Schedule 8s went out to budget developers today. Requests for IT projects are being accepted for planning and budgeting purposes until March 9, although submissions are accepted throughout the year.

Dr. Wright questioned the Chair on how the Information Technology and Infrastructure Committee might be helpful in providing input on IT requirements and opportunities during the planning and budgeting period we are now entering. Several suggestions were proposed, and Professor Vivian and Dr. Wright agreed to further examine the matter and any potential required changes to Committee's Terms of Reference, and report back to the Committee

6. Other Business

It was questioned if the University has a policy regarding the cancellation of classes due to fire alarms. It was suggested that the question be referred to the Office of the Vice-President, Academic.

7. Adjournment

The meeting adjourned at 4:20 p.m.