



Brock University Senate

MINUTES OF MEETING #2 (2011-12)

**SENATE INFORMATION TECHNOLOGY AND
INFRASTRUCTURE COMMITTEE**

TUESDAY, OCTOBER 25, 2011, 2:00 PM

SANKEY CHAMBER, MACKENZIE CHOWN COMPLEX

PRESENT: Professor Dan Malleck (Chair), Mr. Cameron Alderdice, Professor Donald Brown, Interim Dean Rick Cheel, Professor Bareket Falk, Dr. Murray Knuttila, Ms. Laurie Morrison, Ms. Courtney Phillips, Mr. Joe Robertson, Ms. Margaret Thompson (Administrative Support)

ALSO

PRESENT: Dr. Jack Miller, Mr. Tom Saint-Ivany, Mr. Scott Walker, Dr. Philip Wright

REGRETS: Professor Marilyn Cottrell, Professor Tony DiPetta, Professor Babak Farzad, Dean Philip Kitchen, Professor Peter Landey, Professor Duncan MacDonald, Professor James Mandigo, Mr. John Suk

1. Approval of the Agenda

MOVED (Cheel/Phillips)

That the Agenda be approved.

CARRIED

2. Approval of Minutes of the Previous Meeting

[The minutes of Meeting #1 (2011/12) held on September 29, 2011 had been circulated with the meeting materials.]

MOVED (Phillips/Cheel)

That the minutes of Meeting #1 (2011/12) of the Information Technology and Infrastructure Committee held on September 29, 2011 be approved.

CARRIED

3. Business Arising from the Minutes

Professor Malleck noted that a sub-committee needed to be established to undertake a review of the Committee's Terms of Reference. The Chair asked for volunteers to serve and he, Interim Dean Cheel and Dr. Wright agreed to serve on the sub-committee.

During the previous meeting, Professor Malleck had asked members to consider serving as the Information Technology and Infrastructure Committee representative on the IT Steering Committee. The IT Steering Committee assists with the review of the Schedule 8's. Dr. Wright anticipated that the Committee would meet quarterly. As further information regarding Schedule 8's would be provided later in the meeting during Dr. Wright's report, Professor Malleck suggested that interested members contact him following the meeting.

4. Report of the Chair

For those members who had not been in attendance at the previous meeting, Professor Malleck reviewed the main items that the Committee would consider this year and the changes to the meeting format. Of note, the Chair would like the Committee to address the issue of resourcing new buildings. He and the Vice-Chair, Professor MacDonald, have held preliminary discussions regarding the process of determining the IT financial allocation for the new Marilyn I. Walker School of Fine and Performing Arts. He noted that while ITS has been proactive in learning the needs of the space, there seems to have been an unclear understanding of what the building would need in advance of creating a budget and that the needs of the eventual occupiers of the space had not been determined before tendering. While ITS has been constructive and productive in working around this challenge, the Chair noted that it would be prudent for the Committee to develop and recommend to Senate a policy regarding the consultation process related to the IT needs of a building prior to the tendering process.

Professor Malleck further reiterated the need for the development of a clear process for space allocation, which would soon be required by the Ministry. He noted that Information Technology and Infrastructure Committee has been requesting such a process for the past several years.

5. Facilities Management

5.1 Major Capital Projects Update

[The following Project Status Update Reports had been posted with the meeting materials: Norman Road (International Centre), Cairns Family Health and Bioscience Research Complex, and Marilyn I. Walker School of Fine and Performing Arts.]

Mr. Walker provided an overview of each of the Project Status Update Reports for the information of the Committee and responded to questions from members.

5.2 Integrated Strategic Plan – “Priorities to Action” and FM Strategic Plan Development Consultation (Objectives and Actions)

[A draft Report for the discussion of the Committee was circulated to members during the meeting.]

Mr. Saint-Ivany circulated a draft Report for discussion with respect to the actions to be undertaken within Facilities Management in support of the University’s strategic priorities.

With respect to the strategic priority to “ensure Brock is a preferred place to work and study” and associated implications for Facilities Management, such as geography, landscaping, layout, architecture, parking facilities, it was suggested that it would be prudent for the University to undertake its own satisfaction survey of both internal and external constituencies.

Mr. Saint-Ivany suggested that members forward additional actions to him for consideration of inclusion in the matrix. For example, he noted that improvements in way finding on campus, which has implications for emergency management, might be an item of consideration for inclusion. With the exception of the statutory action items listed in the matrix, it would be prudent for the Committee to discuss the prioritization of the items.

The Chair noted that the item would be placed on a future agenda for further discussion and encouraged members to bring back feedback from their respective areas.

6. Information Technology Services

[An Information Item to the Committee *TOPIC: Information Technology Services Update* dated October 25, 2011 was circulated to members during the meeting.]

Dr. Wright circulated a written Report to members. He reviewed the information contained in the Report with respect to IT project prioritization and strategic planning and ITS priorities for 2011-12. He emphasized that the projects listed were not listed in priority order and welcomed feedback from the Committee and Senate with respect to prioritization and potential inclusion of other projects. It was suggested to Dr. Wright that a review of the sound system in certain lecture halls be examined for potential improvement.

7. Questions (and Answers)

Professor Malleck opened the floor for questions. During a brief discussion, Dr. Wright responded to questions related to the full support that ITS Department provides for both Mac and PC users.

8. Other Business - None

9. Adjournment

The meeting adjourned at 3:15 p.m.