



Brock University Senate

MINUTES OF MEETING #3 (2009-10)

**SENATE INFORMATION TECHNOLOGY AND
INFRASTRUCTURE COMMITTEE**

THURSDAY, NOVEMBER 26, 2009, 12:30 p.m.

13th FLOOR BOARD ROOM, SCHMON TOWER

PRESENT: Professor Dan Malleck (Chair), Professor David Vivian (Vice-Chair), Dean Ian Brindle, Professor Donald Brown, Dean Rosemary Hale, Professor Ping Liang, Professor Ingrid Makus, Professor Joyce Mgombelo, Mr. Sebastian Prins, Mr. Bill Rickers, Professor John Sivell, Mr. Bruce Wormald

Dr. Jack Miller, Ms. Joanne Smith, Dr. Philip Wright, Ms. Margaret Thompson
(Administrative Support)

REGRETS: Professor Alexandre Amprimoz, Professor Charles Conteh, Professor Marilyn Cottrell, Dr. Murray Knuttila, Professor Kelly Lockwood

Professor Malleck welcomed members and called the meeting to order. He related that resource members from Facilities Management had been called away on an urgent matter; hence, discussion on some of the agenda items may be limited.

1. Approval of Agenda

MOVED (Brindle/Hale)

THAT the agenda be approved.

CARRIED

2. Approval of Minutes

[The minutes of Meeting #2 held on October 15, 2009 had been distributed with the meeting materials.]

MOVED (Makus/Mgombelo)

THAT the minutes of Meeting #2 held on October 15, 2009 be approved.

CARRIED

3. Business Arising from the Minutes

Professor Malleck was pleased to note that with respect to BUSU's request for 24-hour study space on campus, space has been secured within the Kenmore Centre for the upcoming exam period as a pilot project. The Kenmore Centre houses Campus Security and there are emergency phones located in the space. Usage will be monitored to determine if there is a need for extended/24-hour study space in the future.

4. Report of the Chair

Professor Malleck emphasized that there remains ongoing issues with respect to construction. Discussion regarding the matter was further considered during the next agenda item.

5. Policy Development re: Communications of Major IT and Infrastructure Projects

The development of policy or formal procedures regarding communication of major construction and/or information technology projects at the University remains outstanding. It was noted that while communications were distributed informing adjacent units of upcoming construction, there was a lack of consultation with respect to how the affected units would function during the disruption.

During discussion, it was further noted that there had been recent concerns expressed by occupants of the Plaza Building with respect to excessive noise, vibrations, and the presence of cameras due to the construction of the Niagara Health and Biosciences Research Complex. While it was recognized that the project was under a strict time schedule from the government, it was pointed out that there was a penalty to those adjacent units who could not operate due to the disruption. It was suggested that there needs to be improved communication prior to the start of construction in order that alternative plans, arrangements and accommodations can be developed by the affected units.

In an effort to avoid future conflicts and make a two-way communication process more viable, it was suggested that the Committee further examine the potential to develop policy or best practices at a future meeting when Mr. Walker and Mr. Saint-Ivany would be in attendance.

Professor Malleck noted that he had received a communication regarding the lack of installation of drinking fountains in new buildings. Dr. Miller indicated that while they had not been included in the architects' plans for the Plaza Building, he believed that a request had been made that they be installed in future buildings, including the International Building, currently under construction on Norman Road.

6. Policy re: Identifying Stakeholders in New Building/Renovation Projects

Professor Malleck noted that the item had been placed on the agenda as colleagues had questioned who was invited to meetings regarding the design of new buildings and if stakeholders from the surrounding units were included.

Dr. Miller indicated that guidelines have been updated with respect to best practices in the utilization of space which will be submitted to the COU and the province and includes information with respect to the identification of stakeholders and priorities. He anticipated that the document would be presented to the Committee for feedback in either January or February 2010. He further noted that two key planning documents used at the University are the Campus Master Plan and the Facility Needs and Priorities Study. Both are available for viewing on the Facilities Management website at <http://www.brocku.ca/facilities-management/resources>.

With respect to the process of involving stakeholders in the design phase, Dr. Miller related that future occupants are invited to meetings. Dean Brindle expanded on the extensive consultations that had taken place with stakeholders regarding the planning for the Niagara Health and Bioscience Research Complex well before the architects were involved. With respect to the addition to Welch Hall, Ms. Smith also noted that users met early on to identify their own needs.

The item would be revisited by the Committee early in 2010 following the distribution of guidelines as referred to by Dr. Miller.

7. Other Business

Professor Sivell related that there were inconsistencies when displaying PowerPoint presentations in classrooms, especially when using more complicated shapes and symbols. Dr. Wright agreed to follow-up with Dr. Sivell. In the interim he encouraged members to email questions/concerns to helpdesk@brocku.ca. It was suggested that if the problem was due to a configuration or a font issue, it would be beneficial for ITS to provide general guidelines for usage.

8. Adjournment

On a motion by Professor Sivell, seconded by Dean Brindle and carried, the meeting adjourned at 1:30 p.m.