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MINUTES OF MEETING #4 (2007-08)

SENATE INFORMATION TECHNOLOGY AND INFRASTRUCTURE COMMITTEE

MONDAY, MARCH 31, 2008, 1:30 PM

ALUMNI LOUNGE, 13TH FLOOR, SCHMON TOWER

PRESENT: Professor Garth Stevenson (Chair), Professor Carol Merriam (Vice-Chair), Professor Shyamal Bose, Professor Maureen Connolly, Ms. Margaret Grove, Professor Sharilyn Ingram, Professor Barry Joe, Mr. Roelof Makken, Professor Dan Malleck, Mr. Kurtis McCartney, Professor Joyce Mgombelo, Ms. Joy Rogers

Dr. Jim Kerr, Dr. Jack Miller, Mr. Tom Saint-Ivany, Ms. Joanne Smith, Mr. Scott Walker, Ms. Margaret Thompson (Secretary)

ALSO PRESENT: Mr. Domenic Maniccia, Ms. Nancy Piluso, Ms. Penelope Thomson

REGRETS: Dr. Terry Boak, Dr. Greg Finn, Dean Martin Kusy, Professor Eli Levanoni, Dean Joffre Mercier

Professor Stevenson welcomed members and called the meeting to order.

1. Approval of Minutes

[The minutes of Meeting #3 (2007-08) held January 28, 2008 had been distributed with the meeting materials.]

MOVED (Merriam/Rogers)

THAT the minutes of Meeting #3 (2007-08) held on January 28, 2008 be approved.

CARRIED

2. Review of FHB III: 16 - Academic Computing and Communications Policies

[A Decision Item to the Committee T*opic: FHB III: 16 Academic Computing and Communications Policies* dated March 20, 2008 had been distributed with the meeting materials.]

Dr. Kerr referred members to the proposed amendments to FHB III: 16 Academic Computing and Communications Policies as outlined in the Report.

During discussion, Dr. Kerr responded to questions and received feedback from members. While recognizing limited staff resources, it was suggested to Dr. Kerr that more formal procedures be developed with respect to the services provided by ITS after-hours and on weekends.

It was further identified that an additional amendment was required to section 16.5.1 to ensure consistency with the Collective Agreement. Professor Merriam and Dr. Kerr agreed to re-examine the section and present a revised Report at the next meeting.

On a motion by Mr. Makken seconded by Professor Bose and carried, the Report was received for information.

3. Facilities Management

Mr. Saint-Ivany introduced Facilities Management staff members, Ms. Penny Thomson, Mr. Domenic Maniccia and Ms. Nancy Piluso. Mr. Maniccia would be taking on the position of Manager of Custodial Services following Ms. Thomson's upcoming retirement.

Pocket-sized copies of the Facilities Management Mission, Values and Vision statement were distributed.

3.1 Earth Hour, March 29, 2008

Mr. Saint-Ivany related that the University had participated in support of earth hour by turning off outlying lights on campus where possible. The Facilities Management Department continues to examine and implement new initiatives to conserve energy while recognizing that personal safety comes first.

3.2 TH242 Blackboard Frame Incident

The Committee was advised of a recent incident involving a broken blackboard frame which came loose. Mr. Saint-Ivany encouraged all members of the University community to report potential hazards immediately to Facilities Management and to explicitly state if the matter is urgent.

3.3 Major Projects Update

[An Information Item to the Committee *Topic: Major Projects Update* dated March 31, 2008 had been distributed with the meeting materials, together with the following project status updates: Plaza 2006, Learning Commons and Fire Alarm Replacement, Welch Hall Addition, 573 Glenridge Precinct Plan and Schematic Building Design, Second Campus 13.8kv Electrical Feed and Blackstart Generator, Niagara Health and Biosciences Research Building, and School of Fine and Performing Arts.]

The Committee received the project update reports for information. Mr. Walker provided an overview of each report and responded to questions and comments.

3.4 Triennial COU Space Survey

Dr. Miller provided an oral update noting that data continues to be collected and analyzed to determine the University's current amount of physical space compared to what it should have by COU standards.

3.5 2008-2010 Staff/Faculty Move Plan

[An Information Item to the Committee *FY 2008-2010 Staff/Faculty Move Plan* had been distributed with the meeting materials.]

Dr. Miller provided an overview of the faculty and staff location moves as outlined in the document and the Report was received for information.

3.6 2007 Annual Waste Audit

[An Information Item to the Committee *2007 Annual Waste Audit* dated March 31, 2008 had been distributed with the meeting materials.]

The Committee received the 2007 Annual Waste Audit for information. Ms. Thomson highlighted several areas of the Report. During discussion, members provided feedback to Ms. Thomson and Mr. Saint-Ivany regarding additional initiatives that could be implemented to raise awareness and assist the University in reducing the volume of non-hazardous waste. The Committee concurred that the Report be forwarded to Senate for information.

4. Other Business

Professor Stevenson noted that the next meeting date would need to be rescheduled from April 28. Members would be advised of the revised date via email.

5. Adjournment

The meeting adjourned at 2:35 p.m.