AGENDA:

1. Minutes of the Meeting of December 15, 2017 (attached)

2. Business Arising from the Minutes

3. Report from Standing Committees
   i) Building Committee – R. Vander Kraats
   ii) NEWSS – L. McCormack-Smith
   iii) Priority, Planning & Budget Committee – R. Vander Kraats

4. Report of the Principal – B. McElhinny

5. Report from Student Councils
   i) NCSC
   ii) NCRC
   iii) Course Unions


7. Report from the Registrar’s Office – K. Huffman

8. Report from the Office of Residence and Student Life – L. McCormack-Smith

9. Report from the Advancement Office – A. Liddell

10. Other Business

11. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Friday, December 15, 2017
10:10 a.m., Wilson Hall, room 2053, New College


Regrets: A. Guerson, A. Ho, L. Manicom, L. Newbery, R. Victoriano-Martínez

Agenda

On a motion by B. Russell, seconded by H. Si, the agenda was approved.

Minutes of the Meeting of November 13, 2017

The minutes of the meeting of November 13, 2017 were accepted as recorded.

Business Arising from the Minutes

There was no business arising from the minutes.

Report from Standing Committees

• Academic Affairs
  J. Larkin reported the following:
  ♦ The 2018 Summer and 2018-2019 Fall/Winter timetabling process has begun.
  ♦ The Committee developed a process for recommending visiting scholars to the Dean. Accordingly, Dr. Lori Stahlbrand has been recommended for Adjunct Professor status, sponsored by Equity Studies/New College; and Dr. Jacqui Solway has been recommended for a status-only appointment, sponsored by African Studies/New College.
  ♦ The deadline for nominations for the June Larkin Award for Pedagogical Development has been extended to January 15, 2018.
  ♦ The call for nominations for the Kathleen O’Connell Teaching Excellence Award went out and a number of nominations have been received. Another call will go out in the winter term. The deadline for nominations is April 30, 2018.

• NEWSS
  T. Le Blanc reported the following:
  ♦ A College-wide survey evaluating all student-facing student services at New College is being conducted. So far, there have been 338 responders, with a 6.7% completion
rate. Reminders of the survey will be sent out soon; the survey closes on January 8, 2018. Students are being encouraged by NCSC to complete the survey.

♦ The Orientation Week Project Charter has been updated and will be posted online here: http://www.newcollege.utoronto.ca/studentlife/student-life/orientation-week/orientation-governance/. This is the definitive document regarding orientation at New College. A commitment to having the most affordable registration fee/kit on the St. George Campus has been made.

R. Vander Kraats asked if the issue regarding fees and HST has been clarified. T. Le Blanc said that the College must spend more than the anticipated income to be exempt from HST, and indeed that is the case today.

Report from the Principal

B. McElhinny reported the following:

• Asia-Pacific Convocation
  The Principal recently attended the bi-annual University of Toronto Asia-Pacific convocation. The 3rd largest group of U of T alumni is from Hong Kong, and the 5th largest group is from China. Holding convocation in Hong Kong provides the opportunity to meet with our alumni as well as advancement opportunities. The Principal found that students have fond memories of New College.

• Access Education
  The Provost’s Office has a new initiative supporting access to education for students under-represented at universities, including those who didn’t complete high school, with a particular (but not exclusive) focus on indigenous and black students. A. Lopez at OISE is completing an environmental scan to identify the work already being done in this area at the University by student groups, academic programs and student life offices. College members are encouraged to help identify any of this work that might be missed. There is an interest in setting up relationships with Woodsworth College and New College to help support small numbers of students who would be participating in our classes. There will be discussions regarding the most appropriate form of attachment and engagement.

• Academic Searches
  The postings for both the Writing Centre Director and for the Vice Principal have been approved and the search committees have been selected. We are waiting for decanal approval of the search committees for the Directors of Caribbean Studies and Equity Studies.

• Truth and Reconciliation
  The question of how to implement the Truth and Reconciliation calls for action needs to be addressed. We need to decide whether to address these issues through already-existing committees or whether we should strike a Truth and Reconciliation Committee. At the moment, there are no indigenous representatives on existing committees. One of the calls is for indigenizing space. We have an opportunity during the 45 Willcocks renovation to address this, possibly through a sacred fire. However, discussions
regarding appropriate stewardship would need to be held. We also need to think about what indigenizing space would look like in ORSL programs.

- **Communications**
  We hope to hire a communications project manager to do interim work on the website. This would be a 3-month contract, and we hope to hire before the holiday break.

O. Almasi commented that there was an under-representation of minorities at fall convocation. B. McElhinny responded that the College is actively working on improving representation of a number of minority groups. Additionally, we need to ask for more support, possibly through tenure-track positions, for College Programs like Equity Studies and African Studies. When recruiting, we need to think about what group is under-represented in our faculty. There are three committees working on recommendations on addressing anti-black racism on campus. Their recommendations are being developed in a consultative fashion, but they need resources. We need to think about what actions we, as a College, are not yet taking.

♦

**Report from the Chief Administrative Officer**

R. Vander Kraats reported the following:

- **Plaza Project**
  The site will be cleaned up next week, leaving the minimum amount of fencing possible. R. Vander Kraats went to Ottawa to look at the pre-cast concrete samples. The first sample of the canopy looks great. However, the column, which is more complicated, has had two attempts rejected. A 3rd method is being tried, and we are confident the manufacturer will deliver. The College, the architect and the manufacturer have serious concerns about the contractor's plan for a cold-weather installation. We would rather do a 6-8 week installation in May.

- **45 Willcocks Renovations**
  The schematic design has been finished and a preliminary costing was received last week. The costing far exceeds the initial budget; the estimate is being worked through now. As a reminder, the project is the renovation of the William Doo Auditorium and an enhancement of the student space (Atrium). Now, there is a 3rd component to be considered – deferred construction elements. The building was “value engineered” when it was first built, with many of the finishing elements stripped away in an effort to cut costs (approximately $2 million). The Building Committee will look at the various components and recommend a new budget; and PP&B will consider applying funds from the residence budget to the project, as the building is used by both residents and non-residents. The William Doo Auditorium and student space renovation is definitely going forward.

- **Building Expansion**
  The project is moving forward. The Faculty of Arts & Science is supportive, but have not offered any funding. A meeting has been arranged with the central planning group. The University has also struck a committee out of Vice President, University Operations' office to address the institution's need for residence expansion. They are trying to
determine which model is most appropriate – Chestnut-style or College-style? We prefer the College model, and we have the funds to expand, so we hope not to get caught up in any conflicts with this committee. We currently have approximately $5 million in reserves set aside for this project, so it will be taken more seriously by the University.

- **Finances – Operating Budget**
  A forecast must be done twice per year. Ours was submitted last week and looks very healthy, although it does rely heavily on intrapreneurial activities. FAS gives only about 65% of the College’s operating costs in base funding; we must make up the deficit ourselves. We have a healthy contingency fund set aside (approximately one year’s worth of revenue interruption).

- **Finances – Ancillary Budget**
  The Service Ancillary Review Group (SARG) requires a forecast for the end of the year as well as a 5-year forecast. Our ancillary budget looks very healthy. Fiscal Year 2020 will be the last year of the deficit and FY 2021 will have a surplus to contribute to building expansion.

- **Residence Rates**
  SARG must approve rate increases. New College has the lowest rate increase on the St. George Campus, with a blended rate of 3.5% increase (a higher increase in single rooms; lower in doubles; lowest in economy doubles). Chestnut will have a 5% increase; Innis a 4.99% increase; and University College will have a 6% increase for single rooms. We work with St. George Food Services on meal plan charges, and there is a 3.5% increase there.

- **IT**
  Office 365 migration has gone well. If things aren’t working properly, please contact D. Banh or J. Stronghill for assistance.

H. Si asked if there is an anticipated start date for the Doo renovations. R. Vander Kraats said that we are planning for a mid-May start. H. Si inquired if the atrium/space around the Doo will be blocked/out of service during construction. R. Vander Kraats indicated that we aren’t yet sure. H. Si asked if summer residence will be affected. R. Vander Kraats responded that it shouldn’t be affected at all.

**Report of the Registrar**

K. Huffman reported the following:

The office is very busy right now with end-of-term business.

- **Late Withdrawal**
  Last week was the deadline for late withdrawal requests. Through this process, 387 students were seen, with most having a one-on-one meeting. 400+ courses were withdrawn from. 70% of students requesting late withdrawal were doing so for the first time.

- **Exams**
  Many petitions are being filed due to illness.

- **Appointment Statistics**
  Excluding November and December 2017, there were 4,650 one-on-one advising
appointments. Two staff members only see students and have seen 1,300 students each. These statistics do not include email stats.

B. Russell asked if the increase in half-courses increase the amount of work in the Registrar’s Office. K. Huffman said that it doesn’t – in fact, it equalizes the work load over both December and April.

Report from the Director, Office of Residence and Student Life

On behalf of L. McCormack-Smith, T. Le Blanc reported the following

- **Staffing Announcement**
  M. Skinner’s replacement will begin on January 8, 2018. While the name cannot be announced yet, the person is coming from the Chestnut Residence.

- **Study Fest**
  Students met with faculty at Study Fest on December 7. The event was very well attended and very busy.

- **Move-Out**
  The move-out process begins today as people finish exams. All 3 buildings are open over the break; 225 students will be staying at a cost of $25/night. No food service will be available, but students can cook in the common rooms. There will be two dons on call 24 hours per day everyday except Christmas Day, when there will be one don on call. Security guards will patrol the buildings.

- **New Dragons**
  The New College dragon boat team, the New Dragons, have qualified for the world championships next summer. ORSL is working with Advancement to find a way to support the students going on this trip. A fundraising campaign will be developed. 15 of the 55 students on the team are New College students, so we will also speak to the other Colleges for funding help.

J. Larkin asked if other residence on campus are open. B. McElhinny said that New College has made a commitment to international students that other Colleges haven’t offered by remaining open.

Report from Advancement

A. Liddell reported the following:

- December 31, 2017 is the year-end for tax receipts for donations.
- The *Re:New* magazine micro-site is up and running. It took longer to develop than anticipated. The link will be sent out next week to College members and to alumni in the new year. The magazine includes an email address for feedback, and people are urged to provide some. We are submitting the magazine for a number of awards and written feedback is required.

- Our academic programs are an area of focus this year. A. Liddell attended the recent meeting of the Program Directors and will now meet with each director individually to
talk about fundraising and events. We will be able to include program alumni in the spring Alumni Speaker Series.

- A landmark project is being planned. The area around King’s College Circle will become pedestrian-only and an underground parking lot will be built. A variety of gardens will be installed, and New College has one on hold. The College is not permitted to put up the money for the garden ($25,000), so a fundraising campaign will take place. There will be a presentation regarding this project at NCC in the new year.

Report from Student Councils

- **NCSC**
  M. Hoenig reported the following:
  - There have been consultations with the Provost on behalf of the St. George Round Table regarding the sexual violence training module and the mandatory leave of absence policy. The 2nd draft of the policy will be constructed based on UTSU recommendations. Once the 2nd draft has been released, NCC may wish to consult with the Office of the Provost. They also want direct consultation with student groups.
  - NCSC is working with NEWSS on the Orientation Week Project Charter review. NCSC has committed to being a financial stakeholder in orientation.
  - The winter issue of *The Window* has been released to very positive reviews. Copies can be viewed in the New College Library.
  - The 2015-2016 audit and this year’s audit will be submitted soon.

K. Huffman asked if the Committee working on the leave of absence policy is being more consultative and open about the process. M. Hoenig responded that it’s not ideal, but it’s better. Questions are being asked of them, but they don’t always reply.

- **BPSU**
  - BPSU is holding Mindful Moments at the Multi-Faith Centre, where mindfulness techniques are taught to increase relaxation and resiliency. Sessions are on a drop-in basis.
  - BPSU is currently accepting journal articles for their journal “UPAYA”.

Other Business

J. Larkin congratulated K. Lunianga. There was an incident with an engineering student at the Chestnut Residence using the n-word. A forum was hosted at the Chestnut around the use of the word, history and modern implications of the language and was covered by the *Toronto Star*.

T. Le Blanc announced that 2018-2019 don applications went live in the last 24 hours. The interview carousel will be held in the new year. The Orientation Coordinator application will be posted before the holiday break.
B. McElhinny invited everyone to the College launch of her new book “Language, Capitalism, Colonialism: Toward a Critical History” on January 12, 2018, 3:00 – 5:00 p.m., in the Atrium at 45 Willcocks St. The book is available in the New College Library.

Adjournment

The meeting was adjourned at 11:25 a.m. on a motion by B. Russell, seconded by A. McGuire. CARRIED