General Faculties Council
CAMPUS AND FACILITIES DEVELOPMENT SUBCOMMITTEE
Approved Minutes

Meeting 5
January 19, 2016, 9:00 a.m.   A167

Voting Members	*Non-Voting Members*
Kevin McQuillan, Co-Chair	Justin Huseby
Getachew Assefa, Academic Co-Chair	Robert Scorey
Jessica Ayala	
Bart Becker	
John Bertram	
Linda Dalgetty	
Michele Jacobsen	
Peter Kusalik	
Nancy Pollock-Ellwand	

Regrets
Reda Alhajj
Tavis Campbell
Levi Nilson
Mike Webster

Guests
Jerome Beaudoin, Chief Information Officer – present for Item 5
Jane Ferrabee, University Architect – present for Items 6, 7, and 8

Secretary and Scribe
Elizabeth Sjogren

The Co-Chair called the meeting to order at 9:03 a.m. and confirmed quorum.

1. **Approval of the Agenda**

In response to a question, the Co-Chair confirmed that an item to discuss the concept of centralizing the workshop facilities on campus will be included on the next agenda.

> **Moved/Seconded**
>
> That the Agenda for the January 19, 2016 Campus and Facilities Development Subcommittee meeting be approved.
>
> **Carried**

2. Remarks of the Co-Chair and Academic Co-Chair

The Co-Chair and Academic Co-Chair reported that, because there was no quorum at the November 24, 2015 Committee meeting, this was not a formal meeting of the Committee and the discussion was recorded as meeting notes that do not need to be approved by the Committee.

3. Approval of the October 20, 2015 Minutes

Documentation for this item was circulated with the Agenda.

> **Moved/Seconded**
>
> That the Minutes of the Campus and Facilities Development Subcommittee meeting held on October 20, 2015 be approved.
>
> **Carried**

4. November 24, 2015 Meeting Notes

Documentation for this item was circulated with the Agenda for information. There were no questions.

5. Report on Cell Phone Service on Campuses

Jerome Beaudoin, Chief Information Officer, presented this item.

Highlights:

- The proponent reported that it is known that there are gaps in cellular coverage on the Foothills campus and the main campus, and that the University is working with its contracted cellular provider (Rogers) to address this. In addition, the University is encouraging Rogers to cooperate with Telus, which is also installing antennas in the area, with a goal to provide the University with complete cellular service.

- The presenter emphasised that Information Technologies (IT), Facilities, and Legal Services are all working together to consider the University's options relating to improved cellular service

- The Committee observed that the Spy Hill campus and Kananaskis field station both need better cellular service, and that gaps in cellular coverage are a safety risk for the University

- The proponent reported that newer cellular technology allows for the better penetration of walls, and so this may help to resolve some of the University's coverage issues

6. Review of Design Guidelines

Jane Ferrabee, University Architect, presented this item.

Highlights:

- The proponent reviewed the University's design standards framework, and reported that the Committee has a role in the review of space-specific requirements

- The presenter reported that the Committee will soon be asked to discuss the University's design

standards for laboratory spaces, study spaces, and assembly spaces, with a goal to have these three design standards reviewed by May 2016

- In response to questions, it was reported that:
    - o The standards for outdoor spaces, including landscape furniture and pathway types, are included in Section 4 of the University's Design Standards document. It was also noted that the Landscape Master Plan, and the overarching institutional Long Range Development Plan, guide the University's outdoor space designs.
    - o The term "laboratory" includes an array of spaces, including wet labs and dry labs, and it is normally the complexity of the equipment and the power and air needs within the space that trigger its classification as a lab. As the design standard for laboratory spaces is developed, it will be necessary to define what constitutes a laboratory, and to determine how these spaces should be managed
- The Committee observed that the Taylor Institute is involved in instructional space research, and that the University's design standards may benefit from this

7. Spy Hill Master Long Range Development Plan

Jane Ferrabee, University Architect, presented this item.

Highlights:

- The proponent shared images of the Long Range Development Plan for the Spy Hill campus, and reported that the University is currently conducting consultations with the city and province on this. The presenter indicated that the east side of the Spy Hill campus will receive development, while the west and north regions of the campus will remain as field areas for the animals.
- In response to questions, it was reported that:
    - o The topography of the campus will dictate where pathways and water features can be located. It is important to ensure that waste does not run into clean ponds.
    - o The University has granted a long term lease to Alberta Infrastructure to operate a gravel quarry in the northeast area of the campus, but this land will be reclaimed in the future
    - o The anticipated Leadership in Energy and Environmental Design (LEED) Silver qualification is for the building and site
- It was suggested that there be multiple layers of fencing between the Spy Hill campus and the recreation centre that is being built immediately to the south

8. Update on Capital Projects

Bart Becker, Vice-President (Facilities), and Jane Ferrabee, University Architect, presented this item.

Highlights:

- The University's priority infrastructure projects remain the MacKimmie complex and Science A building, which are both four-year projects. Partial funding may be available through new federal initiatives.
- The Taylor Institute for Teaching and Learning building will be opening in April 2016
- The Schulich School of Engineering renovation will be complete in December 2016

- The University's maintenance program and Classroom Alteration Requests and Facilities Alteration Requests (CAR-FAR) program are making important improvements across the University, and there is possibility that these could be leveraged for additional federal funding

- The Campus Master Plan goal to provide housing for 15% of the University's full-time equivalent (FTE) students is nearly met, as recent building openings allow housing for 11% of FTE students

9. Update on Information Technologies Projects

Linda Dalgetty, Vice-President (Finance and Services), presented this item.

Highlights:

- The faculty and staff Exchange and Cyrus e-mail accounts will be migrated to Office 365 starting in February. Mailbox files will be included in the account migration, and each user will be allocated one terabyte of cloud storage.

- The wireless upgrade on the main campus was completed in December

- The IT stabilization project continues, with most of the equipment now moved out of the Math Sciences data centre. A Request-for-Proposals is underway, in order to move the University's data centres off campus since the University does not have the funding to build its own new data centres.

- The business impact analysis initiative is nearly complete. Once this is done a recovery plan will be developed, which may include steps such as having redundant hardware and installing alarms on critical items (e.g. -80 freezers).

- The initiative to identify all computer assets on the University's network continues. Firewalled routers are being identified, and researchers are working with IT to help identify all things connected to the network.

- IT is conducting assessments on the vulnerability of the University's server environment. The areas needing the most protection are well protected, but some servers will need updated firewalls and software.

- The University receives a high number of e-mail phishing attacks. These cannot be prevented as spam filters do not catch phishing messages. Efforts are being made to educate people not to click on suspicious links, but rather to contact IT to report these messages.

10. Other Business

There was no other business.

11. Adjournment

Moved/Seconded

That the January 19, 2016 Campus and Facilities Development Subcommittee meeting be adjourned.

Carried

The meeting was adjourned at 10:19 a.m.