

STEWARD'S REPORT

1 September 2009

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Introduction

Welcome to September! We are getting ready for classes to resume and what looks like a very busy fall at the House.

Follow Up Items

Newsletter – The Fall newsletter will be produced in the coming weeks; content suggestions are both welcome and encouraged.

Human Resources – We have received notification of our 2009-2010 OWSP funding. We will be receiving \$5,200 which works out to approximately 3.5 student positions at ten hours per week. It is worth noting that while this is the same monetary amount we received last year, because of increases to minimum wage with no matching increases to the OWSP earnings maximum (students may only make a maximum of \$2,000 on the OWSP programme), the result is a reduction in funded hours. The matter has been raised with the Financial Aid office who informed me that they made the same point to the Ministry in an (unsuccessful) attempt to receive more funding. This may be a matter that the Board may wish to pursue further through a letter to the Ministry. We are currently waiting to hear back from our past staff about who is returning and then we will post the jobs publically.

Accessibility Grant/Ontario Trillium Foundation Funding – Planning is still underway for our Accessibility upgrades. We are working to finalise a ramp design and, if necessary, request permission to change the project parameters from the Ontario Trillium Foundation. In the meantime, the door operator for the North Entrance has been installed and, due to an unforeseen lack of wiring, is waiting for an electrical feed in order to become fully operational (we had assumed an existing feed was in place as there had been a door operator in the same location when Trent University owned the building).

Website Upgrades: We are working toward adding past governing documentation to the website as time allows. There has been no feedback received on the new site and we assume that the method for distributing documentation is acceptable.

Library: We have received another donation of materials to the library from the Frost Centre. Most of the materials consist of periodicals that accent our collection rather well. We are still going through many of the boxes that were donated. For the moment, these materials reside in the Steward's Office as we are still experiencing a space crunch in the library. We are also in the planning stages of an upgrade to our library server to incorporate new software features.

Research Priorities/TCCBE*: We did not submit project proposals to the TCCBE this year due, mostly, to an inability to come up with a useful project by the deadline. While we have many rough ideas, formulating them into a useful project turned out to be more difficult than anticipated. We are still planning on submitting project proposals in future years as we attempt to turn our rough ideas into useful projects.

Outstanding Items which have not undergone significant change since my last report [square brackets indicate likely timeline of next significant change]:

- **JUST (Journal of Undergraduate Studies at Trent) [September]**
- **The Boiler Fiasco/Why the Steward Hates Winter [August]**
- **The SCR Galleries [August]**
- **Benjamin Moore Grant (Senior Common Room)**
- **Annual Report**
- **Peterborough Community Grants**
- **Promissory Notes/Loan Repayments**

New Items

Trail Dining Hall Tables* - The Dining Hall now houses fifteen tables that formerly belonged to Trail College. The tables are on permanent loan from the Trent Alumni Association and we are very thankful to them for the loan. These tables will be replacing the tables that had been in the Dining Hall up until this point; the old tables were beginning to show their age with many starting to crack and the veneer starting to fall off due to high usage.

Exterior Signage*: The Steward and Convenor took advantage of our summer maintenance shutdown week to make a new sign for the House. The product of our labour was placed outside last week and almost made it through the weekend before its chains were broken and it fell down. We've replaced the chains and it is looking wonderful out front. We have plans to use our new sign making skills to make signs for other parts of the property as time allows us, which quite likely means next summer.

Coffee Machine Thefts*: While I was away for most of July, one item that occurred was an attempted break in to the coin tray of the SCR Coffee machine. In August as we were waiting for a replacement tray, the break-in was completed and the coin tray was stolen. We did receive a replacement tray and have been keeping our eyes open since.

Programming Model: The final touches are being done to the programming proposal form and we will be ready to launch the project in time for Clubs & Groups Day. Throughout the year we will be assessing the project and adjusting its parameters. We hope that our efforts of encouraging user driven programming will increase space usage, especially during 'off-peak' hours.

Levy Groups: The Steward is working with representatives from the TCSA, Trent Radio, and OPIRG Peterborough to work on issues surrounding levy group reporting and communication to students. This process is just beginning and more updates will come throughout the year.

Repairs & Maintenance – The following is a list of repairs and maintenance currently underway:

- The floors of Hobbs and the Dining Hall were recoated, the last time this was done was in 2006;
- The east window of the Dining Hall has been replaced due to the rotting wood of the frame. In addition, we have added a screen to the window to allow it to be open over night to better cool the room during the summer;
- We have also repaired the Kitchen Window as it, prior to now, would never close completely. This was particularly a problem in winter;
- Arthur has paid to replace two small windows that had been boarded over during Trent University’s ownership of the building (they were the site of air conditioners);
- We have repaired and replaced leaking valves in the men’s washroom urinals located in the basement;
- We are currently working through the 2009-2010 budget process and hope to have a few more repairs done in the near future; particular focus will be on preparing for winter.

Upcoming Items – The following is a list of projects and issues in development that have no significant information to provide at this point but will likely be included in future reports:

- Capital Development and Repair Fund project plan and list of priorities [See Budget Report];
- Exterior Light repair (delayed until budget allows);
- Sadleir House Review (likely to be part of Programming Model)
- Strategic Planning (August)

N.B. Items marked with an asterisk indicate items that are now considered “closed” and are not anticipated to reappear in future reports unless a major new development arises.