

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
CAPITAL AND ICT COMMITTEE

Minutes of the meeting of the Capital and ICT Committee held on Tuesday 7 December 2004 at 5 pm, in the Alex Viola Suite (Room S/09), Easterhouse Campus.

1. Sederunt

Andy Woolley (Chair)
Ian Graham (Principal)
Gerry Jones
Arthur Allison (Coopted member)
Margaret Forsyth (Coopted member)
Jim Cope (Chair of Board)
Russell Boyd (Associate Principal - ICT)

Also in attendance

Alan Inglis (Assistant Principal)
Craig Green (Associate Principal-Network Manager)
Alan Sherry (Assistant Principal)
Alex Kirk (Depute Principal)
Sylvia Vaughan (for recording purposes only)

2. Apologies

Peter Craig

3. Declarations of Interest

The Chair declared an interest in respect of item 8(i)(b) (Correspondence: Capital Grant Support) in his role as a member of the Scottish Further Education Funding Council's Property and Capital Investment Committee.. The Principal and A Kirk also declared an interest in respect of item 8(iv) (Correspondence: Levy & McRae – Easterhouse Arts Factory) in their role as members of the Greater Easterhouse Arts Company (GEAC) Board.

4. Terms of Reference

Members noted the terms of reference for the Capital and ICT Committee. It was confirmed that the meeting was quorate with 6 members in attendance. A Sherry

agreed to add Andrew Macdougall to the membership of the Committee in the terms of reference in due course.

5. Minutes of the Previous Meeting held on 22 September 2004

**Item 6 – Matters arising from the Minutes of the Previous Meeting
Items 9, 10 and 11**

I Graham requested that a line be inserted entitled 'Project Update – Haghill' above items 9 (East End Build – ERDF Application), 10 (Project Appraisal and Prioritisation: Further Education Projects) and 11 (New Build Project – Progress Report) respectively.

Pending this alteration, the minutes were accepted as an accurate record of the meeting that was held on 22 September 2004.

6. Matters arising from the Minutes of the Previous Meeting

**Item 6 – Matters arising from the Minutes of the Previous Meeting
(Item 9 – East End Build – ERDF Application)**

I Graham informed members that the College had been informed that Strathclyde European Partnership will apply an intervention rate of 23% for the East End campus project. I Graham stated that this item would be added to the agenda of the next Project Management Group meeting for information.

**Item 6 – Matters arising from the Minutes of the Previous Meeting
(Item 11 - New Build Project – Progress Report)**

I Graham reported that the East End Social Inclusion Project (SIP) had agreed to provide funding of circa £500k to support the new build project subject to ministerial approval. He informed members that this money was available from the Communities Scotland budget and that this funding would require to be used by 31 March 2005. In response to questions the Principal confirmed that this target could be met.

Item 7 – Draft minutes of the Project Management Group held on 18 August 2004 for information

A Kirk stated that almost 40 expressions of interest had been received regarding the purchase of the College's Shettleston Campus and that these were currently being examined by the College's legal representative (Anderson Fyfe).

**Item 9 – Glasgow City Council: John Wheatley College Cultural Services
ICT Meeting**

I Graham reported that almost all of the issues regarding the College's Libraries and Information Centres joint ICT infrastructure with Glasgow City Council: Cultural and Leisure Services, as part of the joint facility to be offered at The Bridge, had now been addressed.

R Boyd informed members that the Council may wish to provide separate telephony for the Bridge within the terms of its agreement with Thus (the telecommunications company). This had still to be finalised.

7. Minutes of the Project Management Group held on 26 October 2004 for information

Item 7(ii) Margaret Curran MSP

I Graham requested that the phrase “vowed her support for the project” be substituted with the phrase “continued to support the project”.

Pending this alteration, the minutes were accepted as an accurate record of the meeting which was held on 26 October 2004.

Item 8 – Project Status Report No. 1

As a point of information only, I Graham stated that the necessity to remove complex hydrocarbons (most probably coal tar) from the site, coupled with the need to address the minor mine workings which were located on the corner of the site, would reduce the price of the site.

Item 13 – Planning Consent Update

A Kirk reported that it was anticipated that the full planning application would be submitted on 17 December 2004 and that the College should be notified of Glasgow City Council’s decision regarding the application in late January 2005.

8. Correspondence:

i) SFEFC:

a) Building Specification Project;

Members noted the contents of this correspondence.

b) Capital Grant Support; and

The Chair reminded members of the interest that he had declared with respect to this item in his role as a member of the SFEFC Property and Capital Investment Committee.

I Graham informed members that the letter offering Capital Grant support for the new campus contained a number of conditions which required clarification before the College could accept this offer. He reported that he subsequently written to the SFEFC in order to seek this clarification. To date he had not yet received a reply.

Members noted the contents of the correspondence.

c) e-learning update

R Boyd reported that 4 projects remain ongoing with regard to e-Procurement. A Sherry informed members that B Forrest, Chief Accountant, would attend a meeting on e-Procurement on 10 December 2004.

Members noted the contents of the correspondence.

ii) Deloitte – VAT – Protecting your position before 30 November

A Kirk informed members that the College would await the outcome of the VAT Tribunal Hearing for Telford College, Edinburgh before taking any action. A Kirk reported that the College had previously received a letter from Her Majesty's Customs and Excise, which stated that as the College was not VAT registered it could not therefore reclaim VAT on the new build project.

Members noted the contents of the correspondence.

iii) Letter to R McClure – from JWC and GCBP

I Graham informed members that he was optimistic that SFEFC would fund a feasibility study on the potential of wireless technology to provide broadband services across the City to support learners. The College will await further developments.

Members noted the contents of the correspondence.

iv) Levy & McRae – Easterhouse Arts Factory

The Chair reminded members of the interest that had been previously declared with respect to this item as both the Principal and A Kirk were members of the GEAC Board.

Members noted the contents of the correspondence.

9. Awards recognising partnerships supporting the Greater Easterhouse Learning Network

The Principal spoke to his report informing members that the College and the Greater Easterhouse Learning Network had been awarded the Scottish Qualifications Authority Gold Award in the Partnership of the Year Category. Furthermore, the Greater Easterhouse Learning Network had also been awarded the Scottish Enterprise Dynamic Place Award in the Making Connections category.

Members expressed their thanks to both the learners and staff involved in this project which had obtained national recognition in a variety of fora.

Being no further discussion members agreed to note the contents of the report.

10. Additional Capital Spend

I Graham reported that the College had received £162,220 in additional funding from the SFEFC, which will be used primarily for the purpose of upgrading the ICT infrastructure in the Easterhouse Campus. He informed members that appendix 2 set out how the College proposed to spend this additional capital. He outlined that the capital investment would take the form of replacing older servers creating a server cluster which would result in greater resilience within the ICT network. In addition traditional desk top monitors would be replaced by flat screen technology. The Principal also reported that an additional ICT room would be 'kitted out' to meet the increasing need for such facilities.

In response to questions R Boyd informed members that the apparent discrepancy regarding the CMIS server (provision towards 05/06) was due to a typing error.

Being no further discussion members agreed to:

- i) note the contents of the Associate Principal's report and its Annexes; and
- ii) the inclusion of these additional resources as indicated into the College's spending plans for session 2004/05.

11. Supporting Institutional Digital Preservation and Asset Management

The Assistant Principal spoke to his report informing members that the College had been awarded a Joint Information Services Council (Jisc) grant to develop an approach to the digital preservation and asset management of learning and teaching materials. He reminded members that the College had successfully undertaken a pilot project, with Jisc support, in a previous session. The Assistant Principal further reported that the project would operate from December 2004-December 2005.

The Principal informed members that the College had agreed to a representative from Glasgow Colleges' Group having observer status on the project's management group. In response to questions A Inglis confirmed that a representative from the City Council's Library service would also be invited to attend the meeting of the project's management group. He further confirmed that the minutes of the group would routinely be placed on the agenda of this committee.

Members agreed to note the contents of the report.

12. eMandate Project

The Depute Principal spoke to the report informing members that F Doyle, Estates Manager, was responsible for providing the information to the eMandate project and that the data for the project will be collected in early 2005. He reminded members that this project collected national sector data on estates management and provided baseline information for colleges on the effectiveness of this function.

The Committee agreed to:

- i) note the contents of this report and its Appendix; and
- ii) request the Property Manager to bring forward a report when the data return had been prepared.

13. Glasgow's e-City Index

I Graham informed members that the College was currently involved in e-Community, e-Business and e-Learning initiatives and that this index sought to rate Glasgow ICT capacity against internally agreed standards. Members noted that, Glasgow's e-City Index, rating applied to the higher/further education sectors in the City was B: 75 which was at the top end of the scale. He further informed members that the College would seek to engage with the City Council's e-government manager in order to explore potential areas for collaboration.

I Graham reported that the College would continue to support the aims contained within this document by providing ICT resources to address the issue of digital exclusion. This would include the development of teaching and learning resources as part of the Information and Learning Technology champions' initiative which involved staff from all areas of the College's curricular provision.

Following discussion members agreed to:

- i) note the contents of the Principal's report;
- ii) note the conclusions of Glasgow City Council's e-City Index (attached as an Appendix); and
- iii) refer this report, for detailed consideration, to the College's Academic Board to inform future Operational and Strategic Planning.

14. Seamless, Accessible Student Services – Progress Report

A Inglis informed members that regrettably it appeared unlikely that the proposed collaborative project between the College, Glasgow Caledonian University and Glasgow Metropolitan College to develop web-based student services would receive the necessary funding from SFEFC. However, the College would continue to liaise with Glasgow Caledonian University and Glasgow Metropolitan College to develop a less ambitious project for submission to SFEFC for consideration during future funding rounds.

Members agreed to:

- i) note the contents of the Assistant Principal's report and its appendices;
- ii) note that the SASS project will not proceed at this time; and
- iii) request that the College informs a future meeting of the committee of any further progress in regard to this initiative.

15. North Lanarkshire Strategic Development Fund Bid

R Boyd informed members this project, a collaborative venture with three North Lanarkshire colleges (Cumbernauld, Coatbridge and Motherwell) would also seek SFEFC support.

He reported that the first phase of the project, which was already underway using other sources of funding, was designed to develop a portal which would provide information on all learning opportunities available to North Lanarkshire residents. This one door approach was known as 'Entitlement to Learning in North Lanarkshire' and was almost complete. The second phase of the project will only be undertaken if the consortium acquires the funding that it is seeking from SFEFC. Members will be informed of the outcome of the funding application in due course.

Members agreed to note the contents and Annex of the Associate Principal's report.

16. Closure

Being no further business the meeting closed at 6.05pm.

17. Date of Next Meeting

The next meeting is scheduled for Wednesday 2 March 2005 at 5.00pm in Room S/09, Easterhouse Campus.

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