

**JOHN WHEATLEY COLLEGE**  
**BOARD OF MANAGEMENT**  
**CAPITAL AND ICT COMMITTEE**

**Minutes of the meeting of the Capital and ICT Committee held on Wednesday 22 September 2004 at 5 pm, in the Alex Viola Suite (Room S/09), Easterhouse Campus.**

**1 Sederunt**

Andy Woolley (Chair)  
Ian Graham (Principal)  
Gerry Jones  
Margaret Forsyth (Coopted member)  
Jim Cope (Chair of Board)

**Also in attendance**

Alan Inglis (Assistant Principal)  
Craig Green  
Alan Sherry (Assistant Principal)  
Alex Kirk (Depute Principal)  
Russell Boyd (Associate principal-ICT)  
Laura Crouchman (for recording purposes only)

**2 Apologies**

Peter Craig

**3 Declarations of Interest**

There were no declarations of interest

**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 4 members in attendance.

**5 Minutes of the Previous Meeting held on 10 May 2004**

Members agreed the last paragraph of item 13 – Risk Assessment and Management - was confusing and that it should be rewritten to reflect that the College had made appropriate progress in this area. Subject to this amendment the minutes were accepted as an accurate record.

## **6 Matters arising from the Minutes of the Previous Meeting**

### **Project Update – Haghill**

#### **Item 9 – East End Build – ERDF Application**

I Graham confirmed to members that the College had still to receive clarification from SEP on the rate of intervention that will be applied to the East End campus project. He reminded members that the rate of intervene had already been reduced from that anticipated when the Full Business Case had been submitted in March 2004.

#### **Item 10 – Project Appraisal and Prioritisation: Further Education Projects**

I Graham informed members that the score allocated to the project by the SEP Advisory Group was in the high 70s and it was anticipated that a score of such a high value would ensure that the project would receive funding. However as previously discussed it was the rate of intervention which would influence the viability of the project.

#### **Item 11 – New Build Project – Progress Report**

I Graham reported that it was anticipated that SFEFC would confirm grant assistance for the project at the Council meeting scheduled for 24 September 2004. In response to questions the Principal reported that the College was aware that SFEFC 's Property and Capital Committee had recommended that the East End campus project receive support.

The Principal added that the College had submitted a bid to the East End SIP fund for £500k to support the project. I Graham also reported that the College would explore a range of other options to provide additional funding for the new campus including organisations which support sustainable energy generation.

I Graham informed members that SEPA (Scottish Environmental Protection Agency) had suggested that Laurie Russell (Chief Executive of Strathclyde European Partnership) may consider providing a technical assistance grant to support the development of the new campus. This had yet to be explored.

## **7 Draft minutes of the Project Management Group held on 18 August 2004 for information**

I Graham informed members that that these were draft minutes and would be approved at the Project Management Group meeting scheduled for the 26 October 2004.

A Kirk reported that the site investigation had been completed and the College is expecting the finalisation of the outline planning permission within the next 4-6 weeks. I Graham added that the site investigation report had been submitted to

Glasgow City Council and that due to the discovery of complex hydrocarbons on the site the College would request a reduction in the proposed selling price.

I Graham informed members that the College had been working with James Barr, Chartered Surveyors, to progress the sale of the College's Shettleston campus. He reported that there had already been several informal expressions of interest in the site. He added that it was anticipated that a formal advertisement for the sale of the land would be placed in late October/early November 2004.

He reminded members that the Full Business Case included provision to borrow up to a maximum of £700k however this may be reduced if the College received more than anticipated from the sale of the Shettleston campus. However the Principal reminded members the receipts from the disposal of capital assets revert to SFEFC. Therefore the College seek to ensure that SFEFC confirmed that monies realised from the sale of the Shettleston campus could be used to support the development of the new East End campus.

Following discussion members noted the contents of the draft minutes.

## **8 Correspondence:**

### **i) SFEFC – KPMG report;**

Members noted the contents of the correspondence.

### **ii) Levy and McRae – Arts Factory;**

A Kirk informed members that this had also been included on the Board agenda as a matter arising. He reported that the letter confirmed that the final lease contained sufficient safeguards to protect the interests of the College.

Members noted the contents of the correspondence.

### **iii) Halcrow – tender submission;**

A Kirk report that this item was for information confirming that the College had complied with the tender submissions guidelines.

Members noted the contents of the correspondence.

### **iv) Scottish Executive – Implementation of Freedom of Information (Scotland) Act 2002; and**

Members noted the contents of the correspondence.

### **v) email - Bid for Funding: circular 4/04.**

After discussion members agreed that correspondence such as emails could be placed on the agenda without a covering paper.

Members noted the contents of the correspondence.

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

I Graham and R Boyd informed members that there had been a series of discussions about the College's Libraries and Information Centres being transferred to Glasgow City Council: Cultural and Leisure Services as part of the joint facility to be offered at The Bridge. R Boyd informed members that progress had been made identifying common protocols and that it was anticipated that the College would also supply telephony services to the Library and flexible learning areas. He confirmed that it was not yet possible for the College cataloguing software to interface with that of the City Council and that this would require the College's continued participation in the Next Generation project in the medium term (a project which involved all 10 Glasgow FE colleges). In response to questions he confirmed that it would be possible to migrate from the Next Generation software to that used by the City's libraries in due course.

Members noted the contents of the minute.

#### **10 Internal Audit Report – Asset Register and Capital Expenditure**

I Graham spoke to his report and informed members that the audit reports were first considered by the Audit Committee and then forwarded to the appropriate standing committee for more detailed discussion.

I Graham drew members' attention to page 3 – paragraph 1.18 and 1.19 which highlighted the College's capital projects and informed members that he had written to Roger McClure, Chief Executive of the Scottish Further Education Funding Council, to propose that SFEFC should routinely evaluate the impact of the effectiveness of capital projects in meeting their declared objectives. I Graham further advised members that Mr McClure had agreed to consider this proposal.

With no further discussions members agreed to note the contents of this report and its appendix.

#### **11 JISC Circular 4/04 – Call for Projects in Supporting Institutional Digital Preservation and Asset Management**

A Inglis spoke to his report informing members that the JISC (Joint Information Systems Committee) had invited further and higher education institutions to submit funding proposals for projects in institutional digital preservation and asset management. A Inglis informed members this report was the College's response

to this call for projects and that there were three themes and areas for development highlighted within the call which were:

- institutional management support;
- digital preservation assessment tools; and
- institutional repository infrastructure development.

He further informed members that the College has made an application in the first category – institutional management support.

A Inglis advised members that the College proposal was seeking support of £60,296 in academic year 2004/05 and a further £12,059 in 2005/06 to develop its electronic record keeping system. He reminded members that the College had previously participated a pilot project in this area and that this further proposal would build on experience gained from the pilot. He further added that the full report was attached as an appendix for the information of members.

In response to questions A Inglis confirmed that the College would be utilising the skills of existing staff rather than employing new staff.

With no further discussions, members agreed to note the contents of the Assistant Principal's report and its appendices.

## **12 Flexible Learning in the Community: Final Report to SFEFC (Strategic Development Fund)**

C Green, Associate Principal (Network Manager) informed members that a report on the Greater Easterhouse Learning Network (GELN) had been submitted jointly by the Greater Easterhouse Development Company (GEDC) and the College to the Scottish Enterprise Dynamic Place Awards which would be judged on 23 September 2004.

C Green continued that this report seeks to apprise members of the progress with Flexible Learning in local communities and sought their approval of the final report in advance of it being forwarded to SFEFC.

C Green informed members of the positive impact made by the GELN on providing greater learning opportunities for local people. He reported that approximately 1500 people had made use of the learning facilities provided by the network with over 700 participating in formal learning episodes. He highlighted the important part played by local partners in supporting GELN and the role played by local people in ensuring community access to the resources available.

I Graham informed members that the College would apply to the Greater Easterhouse SIP Board for another year of funding to support the Network Manager post. He further informed members that the network had been awarded circa £150,000 from the Greater Easterhouse SIP capital budget to update the infrastructure of the network. He informed members that this refurbishment of the network may include the replacement of the current landline with a wireless

solution. In response to questions he confirmed substantial progress had been made the bandwidth available by wireless connection and that appropriate security software was now in operation. He further informed members that in collaboration with T Wilson (Principal, Glasgow College of Building and Printing) the College would submit a proposal to SFEC seeking support for a feasibility survey for a wireless network for all Glasgow colleges. The Principal agreed to keep members informed of progress with this matter.

A Woolley commented that in his view the report offered a comprehensive view of the work and success, to date, of the GELN. Members agreed and commended C Green for his clear, concise report.

Members also added that the challenge now would be to make the GELN sustainable once funding was no longer available from the Greater Easterhouse SIP. The Principal informed members that a wireless network solution would produce considerable savings over the current landline provision at the current cost base.

C Green advised members that following their approval he would forward the report to the Funding Council on 23 September 2004.

Members agreed to:

- i) note the contents of the Associate Principal's report and its appendices and;
- ii) to approve the submission of the draft (attached as Appendix 1) to the SFEFC.

### **13 SFEFC – Circular 28/04 – Call for e-learning transformation projects**

A Inglis spoke to his report informing members that the SFEFC/SHEFC had published a report in July 2003 which recommended that the Councils should offer strategic funding to support institutions prepared to embark on a process of transformational change in order to embed e-learning within their core functions.

A Inglis continued that the SFEFC had now invited institutions to bid for e-learning transformation projects.

A Inglis informed members that the Council had been swamped with expressions of interest and so were encouraging institutions to collaborate with interested others in the same areas of work. The report sought to inform members of the joint bid which the College was submitting with Glasgow Caledonian University and Glasgow College of Building and Printing to develop on-line guidance materials for both staff and students. The Principal informed members that the College had sought to ensure that the approaches adopted were student centred and that this had been accepted by the University.

I Graham informed members that Prof Tom Wilson and Prof Les Watson were keen to work on joint programmes linked to the new East End campus to develop

appropriate articulation routes to higher education provision in the city centre. Members agreed that this had the potential to become a significant opportunity for the College in its ambition to develop access to HE for local residents. Members agreed to:

- i) note the contents of the Assistant Principal's report and appendices;
- ii) approve the College's further involvement in the SASS application; and
- iii) request that the College brings a progress report to a future meeting of the committee.

#### **14 Schedule of meetings**

A Sherry spoke to his report informing members of the meeting schedule for session 2004/05. A Sherry informed members that since the scheduled had been issued JISC offered to provide a Board development session on the future role of ICT in learning and teaching and he proposed that an additional meeting be scheduled.

After discussion members agreed that this session would be of interest to all Board members and requested that A Sherry bring this to the attention of the Board at its next scheduled meeting. It was further agreed that G Jones would liaise with A Sherry on the content of the event once a date had been agreed with JISC.

Members noted the schedule of meetings for session 2004/05.

#### **15 Closure**

Being no further business the meeting closed at 6.15pm

#### **16 Date of Next Meeting**

The next meeting is scheduled for Tuesday 7 December 2004 at 5 pm in Room S/09, Easterhouse Campus.