



Space Allocation Committee

Meeting Minutes

Sept 11, 2017 2:30 – 3:30

In Attendance:

Thomas Chase – Provost and Vice President (Academic)
David Malloy – Vice President (Research) (unable to attend, Dena McMartin substitute)
Dave Button – Vice President (Administration)
James D’Arcy – Registrar
Nelson Wagner Associate Vice President – Facilities Management
Neil Paskewitz – Director – Planning, Design & Construction (unable to attend, Alex B substitute)
Alex Buehler – Manager Campus Planning & Design

Notes:

- New/updated items are highlighted in **bold**.
- To view an Annex/Appendix referenced in earlier updates, refer to the Space Allocation Committee Meeting Minutes provided for that date.
- Minutes are posted at <http://www.uregina.ca/president/committees/sac.html>

Meeting Agenda:

Facilities Update

Schedule for 2017 upcoming Space Allocation Committee meetings:

- Monday 11 Sept at 2:30 pm
- Tuesday 10 Oct at 2:00 pm
- Tuesday 21 Nov at 3:00 pm
- Monday 18 Dec at 2:30 pm
- Monday 22 Jan 2018 at 2:00 pm
- Monday 26 Feb at 1:30 pm
- Monday 26 Mar at 1:30 pm
- Monday 23 Apr at 2:00 pm
- Monday 21 May at 2:00 pm
- Monday 18 June at 2:00 pm
- All meetings will be held in AH 510.1

A. Updates from ULT

Academic:

1. Arts

1.1 November 25, 2014 New Space Request:

714178 Psychology Research Facilities – (Nick Carleton)

The Department of Psychology (Nick Carleton) has applied for a grant to fund a research project which will require approx 3,000 ft2 of space. FM is looking into options including leasing space at Innovation Place.

April 21, 2015 Update: FM reviewed space at Innovation Place which would accommodate the research requirements. IP has confirmed that this space is still available. The Researcher has stated that the funding source is in final approval stage.

March 20, 2017 Update. Project is on hold pending funding approval.

2. Business Administration

3. Centre for Continuing Education

3.1 September 11, 2017 New Space Request: CCE has asked for temporary use of the glass display cabinets on the north wall of the Education Auditorium crush space. This will be used to communicate CCE programs to the greater U of R campus. FM recommended a one year renewable term for this allocation. SAC Approved. This item closed.

4. Centre for Teaching and Learning

5. Education

5.1 November 21, 2016 New Space Request: Professor Patrick Lewis would like to install a sweat lodge structure on the main campus near the Education Building for instructional purposes. FM met with Dr Lewis to review options and has identified 2 possible locations. Prior to making a recommendation FM will be checking with FNUnt and the Indigenization Lead Office to see if there are possible collaborative options. Professor Lewis will also be providing a written submission to SAC.

March 20, 2017 Update. FM has not yet received Dr Lewis' written statement. SAC has parked this item until the written statement is received.

5.2 November 21, 2016 New Space Request. The faculty of Education has been running an outdoor ED program from a room in the basement of the College Building for the past 30+ years. This involves a prep and storage area for cross country skis and snowshoes. They will need to vacate the College Building during the construction phase of the CAC Redevelopment project. They are requesting alternate space during construction as well as permanent space in the redeveloped College Building. FM has explored options for temporary space and is recommending the following:

- 1) Temporary allocation of space in the basement of Darke Hall during construction of the CAC project. This will be coordinated with completion of the current Darke Hall renovations.
 - 2) A permanent allocation of 200 ft² of “caged” space in the general building storage area in the basement of the redeveloped College Building.
- 5.3 November 21, 2016 Update: The Space Allocation Committee has recommended that FM work with the faculties of Education and Kinesiology to explore options for storing this equipment on the main campus.
- March 20, 2017 Update. Prof Nick Forsberg running the program has assigned the equipment to students to take home for the winter term. FM will meet with the two faculties to see if a location on the main campus is possible.

6. Engineering

- 6.1 March 20, 2017 Request. The Faculty of Engineering has seen an increase in student enrollment from 880 in 2012 to 1387 in 2016. They have requested FM’s help in assessing their program space needs. FM will be meeting with them on March 23, 2017 and will brief SAC at a later meeting.
- 6.2 April 17, 2017 Update. FM met with the Faculty of Engineering and Applied Science and discussed a plan for providing them with a micro space assessment.
- May 15, 2017 Update: Engineering will be meeting with FM near the end of May to review the current space assignments.
- June 19, 2017 Update: FM has completed a campus audit of the existing space assignments with the faculty administrator to confirm space usage. FM will compile the micro space assessment and report results at a future SAC meeting.
- 6.3 Sept 11, 2017 New Space Request. The Engineering EYES program is currently using their office space on the main floor of the Education building for storage of their program material. They have requested alternate storage space so they can make better use the office space. FM recommended allocation of a room in the basement of the Education Auditorium (EA004.1). SAC approved. This item closed.**

7. MAP

8. La Cite

- 8.1 November 21, 2016 New Space Request: The Le Bac program has asked for re-allocation of the LI Theatre (LI 215) from Conference Services to Le Bac for use as a classroom. Student Affairs has provided room usage data to justify keeping this room bookable for broad campus use. The Registrar’s office has checked the classroom inventory and feels they can accommodate Le Bac’s classroom needs within the UofR classroom inventory but this would not be in the LI Building.
- FM met with Laurie Carlson Berg to review this request and explore possible options. The reason for the request of a larger classroom is a result of an increase in enrollment in the Bac program. FM suggested that a possible renovation of LI130 and LI131 could solve the space requirements. These two classrooms are assigned to La Cite. The renovation would

involve removing the fixed wall between the two classrooms and installing a folding acoustic partition that could open the two rooms into one.

Recommendation: That the Bac program work with FM to explore converting the two classrooms into a more flexible space.

March 20, 2017 Update. FM has provided options for a folding acoustic partition between L1130 & L1131. After discussion on possible options SAC committee members agreed that this solution would not be approved. The Registrar recommended that his office will review the classroom request to see if the course can be accommodated in the general classroom pool on campus.

June 19, 2017 Update: The Registrar's Office will check their classroom inventory to see if they can accommodate the room size needed.

9. Johnson-Shoyama Graduate School of Public Policy

10. Kinesiology & Health Studies

11. U of R Faculty of Nursing

12. Science

12.1 June 19, 2017 New Space Request: The faculty of Science has asked FM to find outdoor space where they can store large research equipment items – a power boat and trailer and a large equipment trailer. Their preference is somewhere near the FM compound on the east side of campus. A chain link fence enclosure for security purposes should be installed. FM has reviewed the location and is recommending SAC approval.

June 19, 2017 Approval: SAC has given approval pending review and approval by the Wascana Centre Authority. FM will forward the required documents to WCA.

September 11, 2017 Update: WCA has reviewed and approved the location of the fenced enclosure. FM has initiated a project which will be funded by Science. This item closed.

13. Social Work

14. Student Affairs

14.1 March 20, 2017 Information Item: Student Affairs (SA) is exploring the possibility of creating a central testing facility to provide testing services to all the faculties across campus. The central test facility would be more efficient than the current method of delivering this service through each faculty. Space for this facility will be accommodated in SA's current assignment. FM is working with Student Affairs on layout options and budget requirements. After discussion SAC agreed that this project should proceed to the next phase of design development.

15. UR International

Administration:

16. Facilities Management

16.1 November 21, 2016 New Space Request: Parking Services has asked for additional space to accommodate office expansion. FM Planning will assess their space needs and report at a future SAC meeting.

17. Financial Services

- 18. Human Resources
- 19. Information Services
- 20. Library
- 21. Resource Planning
- 22. Enterprise Risk Management

Research:

23. Graduate Studies and Research

23.1 March 20, 2017 Space Update. The Graduate Students Association was recently relocated to space in Campion College in order to accommodate the space needs of the Indigenization Lead offices in the RIC building. Since moving into Campion they have identified a list of concerns to FM including consideration of a future move to a location more in the heart of the campus. SAC recommended that FM consider the GSA space needs if and when space becomes available elsewhere on campus.

24. Institute for Energy, Environment and Sustainable Communities (IEESC)

25. Research Office

26. University Press

26.1 **September 11, 2017 Information Item: FM met with UR Press to review their space requirements. Their current location in 2 Research Drive will not accommodate expected growth and they have had issues with the lack of security and privacy due to the building floor layout. They have requested additional space and/or relocation to the current JSGS office space on level 1 when it becomes available next summer. SAC reviewed the request and recommended that UR Press space requirements be factored into the University's overall plan for space at 2 Research Drive. The space review will be undertaken by FM.**

27. Centre canadien de recherche sur les francophonies en milieu minoritaire

28. Centre on Aging and Health

29. Humanities Research Institute

30. Indigenous Peoples Health Research Centre

31. Saskatchewan Population and Health Evaluation Research Unit

32. Canadian Centre for Public Safety and First Responders

33. Office of VP Research

33.1 717017 PTSD Research Centre (Steve Palmer)

September 22, 2016 New Space Request: Steven Palmer has requested space for a large research project which would be developed over a number of years that could potentially involve 100+ researchers and 10-15,000 ft².

FM will review this request to establish space requirements when project approval is in place.

33.2 717022 Stats Can RDC Centre (Raymond Deschamps)

November 21, 2016 New Space Request – Information Item: VP Research has requested 2000 ft² for a new multi-purpose secure data analytics facility. FM has reviewed options with Innovation Place and identified possible locations. No action needed at this time.

March 20, 2017 Update: The project scope has been expanded. Three provincial ministries (Justice, Advanced Education and Economy) are interested in partnering with the University to pursue and become users of a Stats Can RDC. ISM has also stepped forward as a partner. Most recently, the SK Health Quality Council has become involved but has not committed to the partnership. A joint committee has been established to determine the feasibility of this project. Funding and leasing are being evaluated. An option for the working model partnership would be to (sub)lease some currently vacant space from ISM's facility at 1 Research Drive. Other options include leasing space from Innovation Place in one of their other buildings. FM will provide support to determine requirements and project costs.

June 19, 2017 Update: The University has had further discussions with the partners and is working on a possible solution for space at ISM. Raymond and FM will meet with ISM to review space options and report to SAC at a future meeting.

September 11, 2017 Update: The ISM space option has been taken off the table. FM is looking at alternate space in 2 Research Drive.

33.3 Psychology Research Space Request – (see item 1.1) 714178 Psychology Research Facilities – (Nick Carleton)

33.4 June 19, 2017 Information Item: The Prairie Adaptation Research Collaborative (PARC) has not been able to secure operational funding. This unit is currently located in approx 2800 ft² of research and office space at the 2 Research Drive building in Innovation Place. FM met with Dr David Sauchyn to discuss his space requirements to fulfill his research commitments. There are currently several research projects underway supporting 4 PhD students, 2 masters' students, 1 research assistant and 1 lab tech. Dr Sauchyn will be discussing continuation of his research activity with the VP Research. FM briefed SAC on lease implications with respect to costs and potential fire code conditions.

After discussion it was decided that SAC will be considering both short and long term options for re-allocation of the PARC space. FM is to contact and work with the Faculty of Arts to find out how they will accommodate Dr Sauchyn's space requirements.

September 11, 2017 Update: In consultation with the AVP Research Dr Sauchyn has relocated his research staff to alternate space in 2R level 2 in order to fulfill his current research contract commitments. The Faculty of Nursing has been allocated the former PARC office suite of rooms for temporary use to accommodate the College West renovation project. This item closed.

34. External Relations

34.1 January 24, 2017 New Space Request: External Relations will be adding 2 more staff and require new office space. FM will meet with ER to review options.

March 20, 2017 Update: FM met with External Relations to confirm space requirements. All options were explored with no solution identified.

September 11, 2017 Update: Shortly after the review of space requirements External Relations was restructured. The space request was then reduced to one office which has been found in the AdHum building level 3. This item closed.

35. Presidents Office

35.1 May 15, 2017 Space Request: The UR Safe program has requested temporary office space for a one year trial period. The location would preferably be branded as a space for students, staff and faculty to come if they are looking to talk about sexual assault, gendered violence or any "unsafe" personal safety concern. The space is also seen as a "come and go" home for the personal Safety Coordinator from Campus Security.

June 19, 2017 Update: FM looked for possible locations on campus but no suitable options were found. The project lead asked that the former kiosk space in the Education building "rainbow" study area be considered for this use (see also item 14.2 and 38.1). The former kiosk space would require renovations to make it functional.

SAC advised that the University did not secure funding for the UR Safe position and that a more suitable location for an information drop-in function should be explored in Student Affairs or Campus Security office space. FM will review possible space options with Student Affairs and Campus Security and report to SAC at a later date.

35.2 June 19, 2017 New Space Request: Asia Pacific Office. FM met with Dale Eisler and Victor Thomas to discuss space requirements. A single administrative office for the director with access to a meeting room would be required. Their preference is somewhere on campus but space at Innovation Place would be acceptable.

After discussion SAC requested FM provide additional information on usage.

September 11, 2017 Update: FM found a possible solution at 2 Research Drive in an office not assigned to but occasionally used by the IEESC. The AVP Research advised that IEESC will vacate office 2R 261 to accommodate the space needs of the Asia Pacific office. SAC approved a one year term. This item closed.

36. CUPE 2419

37. URFA

38. URSU

39. Day Care

External Partners:

42. Campion College

43. Innovation Place

43.1 Amount of space leased

43.2 Amount currently available at IP

43.3 Amount of new space coming up at ISM

44. Canadian Police Research Centre

45. First Nations University

46. Big Sky Centre for Learning and Being Astonished!

46.1 March 27, 2014 Office space request. This group is currently collocated in Dr. Timmons' Research Office and storage area (LY 136). They are requesting more functional office space elsewhere on campus. Facilities Management is looking into options and will provide further background on this request.

April 21, 2015 Update: The Big Sky Centre is still interested in a contiguous office space for 3 people. There are currently no options available.

47. Regina Public Interest Research Group

48. Indigenization Office

Next Space Allocation Meeting: Tuesday October 10, 2017 at 2:00 pm
Location: AH510.1