



Space Allocation Committee

Meeting Minutes

December 17, 2015 9:00 – 10:00

In Attendance:

Thomas Chase – Provost and Vice President (Academic)
Dave Button – Vice President (Administration)
David Malloy – Vice President (Research)
Nelson Wagner – Associate Vice President – Facilities Management
James D’Arcy – Registrar
Neil Paskewitz – Director – Planning, Design & Construction

Visitors:

Bettina Welsh - Director, Student Affairs Operations
Alex Buehler – Manager, Campus Planning and Design

Meeting Agenda:

**Discussion with Bettina Welsh on temporary and permanent conversion of Residence space.
Review updates/requests received from University Leadership Team**

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>

A. Facilities Update

April 21, 2015: CK North corridor space move. The existing occupants in the CK corridor north of the pool (KHS Grad students, Engineering research lab, ESL offices, & KHS faculty/staff) have been temporarily relocated following a recommendation from a structural engineers report on the floor structure in that part of the building. The KHS Grad students and ESL staff will be temporarily located in 4 vacated spaces in the former IS photography area (ED 176). The remainder of the occupants have been moved to space within their respective faculties.

December 17, 2015 Update: FM is discussing options with Residence Services for space for ESL.

B. Updates from ULT

Academic:

1. Arts

1.1 November 25, 2014 New Space Request:

714178 MC Psychology Research Facilities

The Department of Psychology 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.

1.2 **December 17, 2015 New Space Issue (FOR DISCUSSION): Arts Faculty have expressed concern about noise issues from the AdHum Building level 3 and 4 student study alcoves. FM has installed signage to inform students that these spaces are for quiet study purposes but some students ignore the signage. FM has re-opened the folding acoustic doors in four of the eight alcoves and is exploring the installation of glass walls with doors in the other 4 alcoves. There will be two guests at the January Space Allocation Committee meeting to provide the perspective of the Adhum building occupants, and to discuss alternatives.**

2. Business Administration

3. Centre for Continuing Education

3.1 January 12, 2012 Update: Reminder that there is critical need for space to adequately serve ESL. They are grossly under-accommodated with currently 3-4 faculty per office, and space scattered over the campus sometimes in sub-standard conditions.

January 12, 2012 Space Allocation Committee Decision: A working committee will be organized through the office of the Provost/VP Academic to examine short term and long term solutions for ESL.

March 9, 2012 Update: There was a tour with FM, Provost, CCE Director, and ESL Acting Head - Therese Gerrond to survey present conditions for ESL. The short term resolution will require significant innovation and possible redistribution of space. The long term solution will only come about as a result of a new building on campus.

January 14, 2014 Update: Dr. Harvey King has requested that he provide a brief presentation to the Space Allocation Committee at the February 20th (now March 27th) meeting. He will join the committee for a ½ hour discussion on the requirements for ESL.

February 26, 2014 Update: FM is exploring options to consolidate the ESL faculty and admin staff into appropriate space in College West. Under this plan the current Campion College faculty office space and South Residence administrative office space would be available for re-assignment to address other space needs on campus. This plan will be presented at a future SAC meeting.

March 27, 2014 Update: Presentation by Dr. Harvey King. ~~See Appendix B.~~

May 12, 2014 Update: Options have been explored to examine opportunities on College West, 3rd Floor west wing. Proposed ESL/Nursing/Geology Renovations Floor Plan is attached (~~See Appendix A~~).

May 12, 2014 Space Allocation Committee Meeting: The committee was generally in favour of the proposed plan, and requested that further detail be prepared on the business plan for this proposal including an opinion of probable cost, and expected revenue impact on Residence Services.

November 25, 2014 Update:

714009 CW Level 3 Redevelopment - The College West Level 3 Redevelopment plan will be presented to the Board on December 9, 2014 for project approval. (Note that this Board Decision Item was later deferred, pending confirmation of other related planning projects).

December 17, 2015 Update: The CW 3rd floor Redevelopment proposed plan has been cancelled, as this type of Residence suite is in demand. Student Affairs has therefore decided to keep the existing 3rd floor suites in their inventory and have them undergo renovations. FM is discussing options with Residence Services for space in other vacant suites of College West for Nursing and ESL.

4. Centre for Teaching and Learning
5. Education
6. Engineering

6.1 April 21, 2015: New space request - Engineering intends to hire 2-3 more faculty for Petroleum which will require research space. This unit in Engineering is currently located at Innovation Place. FM has informed Innovation Place that additional research space may be requested in the PTRC at 6 Research Drive. Update to follow.

December 17, 2015 Update: To accommodate the growth required for additional Petroleum Engineering instructional lab space in the Education Building, FM has been asked to review a potential expansion of ED135. To accommodate this expansion, FM is reviewing the possibility of repurposing ED101.3.1 (corridor space) as academic space. If allowed by the National Building Code, FM will recommend the re-allocation of the corridor space to the Faculty of Engineering. Update to follow.

7. Fine Arts
8. La Cite
9. Johnson-Shoyama Graduate School of Public Policy
10. Kinesiology & Health Studies
11. U of R Faculty of Nursing

11.1 November 26, 2013 Request: The Dean has identified their short and long term space requirements (~~see attached Appendix 'A'~~). FM is exploring options.

February 26, 2014 Update: The faculty is requesting 2-3 additional offices for September 2014. The current instructional lab in ED 389 cannot meet the program delivery needs for distance learning. A larger space has been requested. FM is looking into options.

May 12, 2014 Update: Refer to Proposed ESL/Nursing/Geology Renovations item 3.1.

April 21, 2015 Update: Current projected space needs are as follows:

Regina:

- 4 more faculty positions for July 1, 2015 (3 Assistant Professors; 1 lecturer)
- at least 2 to 3 additional support staff
- 2 to 3 additional instructors in Regina (2016)

May 27, 2015 Update: Nursing is requesting space on the main campus for July 2015 for the following additional positions:

- 4 faculty offices
- 1 administrative office
- 1 clerical work station

December 17, 2015 Update: FM has looked into a temporary/possible long term space solution for 4 offices in a vacant 3rd floor residence suite in College West.

Background:

- The faculty of Nursing is in desperate need of office space for new faculty. FM has been working with Nursing to optimize their current assigned space and has confirmed that additional space will be needed.
- There are two residence suites on the north end of the third floor of College West which are in essence "orphaned" from the remainder of the residence suites on the floor as Math and Computer Science form the major footprint of the north wing (see drawing appendix 'A').

Benefits:

- College West suite CW313 is currently vacant. When in use it can accommodate 3 residence beds.
- Nursing has toured this space with FM to confirm interest and is willing to invest in renovations to convert this space into office space.
- If converted this suite will accommodate 5 faculty offices.
- The location is convenient for the faculty as the majority of their space is located next door in the RIC building.

For Additional Consideration:

- CW312 across the hallway would then be the only suite left at that end of the building.
- If reassigned this suite could also accommodate additional Nursing instructors to be hired in June 2016.
- CW 312 will be vacated May 2016.

Recommendation: Temporarily allocate CW 313 effective immediately to Nursing and CW 312 effective June 1, 2016. Both allocations to be for 3 year terms with renewal options.

December 17, 2015 Space Allocation Committee Decision: This recommendation is approved. This item is now closed.

12. Science

13. Social Work

13.1 February 24, 2015: New Initiative in Regina – Lois Adams has sent the Business Plan to FM.

December 17, 2015 Space Allocation Decision Item: Social Work is requesting space for a new program initiative to be located at the College Avenue Campus. A presentation and business plan on this initiative was provided by the Dean at the SAC Meeting on April 21, 2015. FM has reviewed the space requirements and determined that the total space will be in the range of 7900-9500 sq.ft. This space requirement cannot be met unless additional space is constructed or current programs are relocated elsewhere. A decision is requested from the Space Allocation Committee on whether to include this initiative in the current program planning for the College Avenue Campus.

December 17, 2015 Space Allocation Committee Decision: Priorities for the programming at the College Avenue Campus remain as the Centre for Continuing Education, and the JSGSPP. As such programming space at the College Avenue Campus for this new use will not be available. The business plan for this initiative must be re-worked to examine off-campus locations and related lease costs.

14. Student Affairs

14.1 **December 17, 2015:** Student Affairs has requested that FM provide preliminary planning options for decommissioning, relocating and/or repurposing some of their current space in College West as follows:

- Vacating Residence and Conference Services office space – Level 1. Possibly relocating the Chartwells offices to some of this space.
- Residence mailroom relocation
- Downsizing and reconfiguring the Storage space on level 0.
- Kisik Main Floor Temporary Use
- Second and Third Floor College West suites
- LI and CW Summer Shutdown

The net result of this exercise may free up space for other university uses.

December 17, 2015 Space Allocation Committee Decision: FM is instructed to continue the investigation of alternate uses for these locations.

15. UR International

15.1 **December 17, 2015 Request:** URI is expanding in the area of International Research to serve the needs of this area across campus. In addition to a new position funded by the Queen Elizabeth Jubilee Scholarship URI is requesting additional space as they are currently housing on average 3 staff members per single office. See Appendix B. FM will meet with URI to assess and quantify their space needs.

December 17, 2015 Space Allocation Committee Decision: It was decided that CW128.2.1, 128, and 128.2 would be permanently allocated to UR international. Also, Conference Services will be permanently allocated CW128.3, and will retain CW148. See Appendix C, Option 1.

Administration:

16. Facilities Management

17. Financial Services

17.1 November 21, 2011 Request: Supply Management Services has outgrown their current space and have requested options for expansion or alternate location.

17.2 April 21, 2015 Update: SMS has since resolved their immediate office space needs. FM has determined that this unit is still lacking appropriate square footage to meet their functional needs. A long term solution is still required.

18. Human Resources

19. Information Services

20. Library

21. Resource Planning

22. Enterprise Risk Management

Research:

23. Graduate Studies and Research

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

25. Office for Research, Innovation and Partnership

26. University Press

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

714183 CK IPHRC Office Space Request

30.1 January 14, 2013 Request: This unit is currently under allocated and somewhat hidden away in the old portion of the CKHS building. Improved office space and additional research space is requested as they have recently received a large SHRF grant.

30.2 June 7, 2013 Request: Office space required for one post doc. Requirements under review.

30.3 September 17, 2013 Update: FM met with IPHRC to review space requirements. Options are being explored.

November 26, 2013 Update: IPHRC has an immediate need for an office to accommodate a recently hired postdoc and general office space to accommodate three recently hired research assistants. In addition IPHRC has indicated that they will be hiring two more research assistants in the very near future. The current proposal to accommodate the IPHRC growth is to relocate SPHERU from the main floor of CKHS to the second floor of 2R. This will

allow IPHRC to expand into the vacated SPHERU space with minimal (if any) renovations. SPHERU has yet to be informed of this proposed planning solution.

January 14, 2014 Update: Recommendation is to relocate SPHERU to the second floor of 2R to accommodate the growth of IPHRC. Dr. Kathy McNutt of JSGSPP has indicated that they work closely with SPHERU so this proposal appears to be a good fit given the move of JSGSPP to 2R. FM is seeking approval from SAC to approach and review this proposal with SPHERU.

January 14, 2014 Space Allocation Committee decision: The committee has declined the recommendation to allocate leased space for this purpose. FM to review alternate options.

September 17, 2014 Update: Discussions have taken place regarding sharing space within the current SPHERU space. An update will be provided at the October 16 SAC meeting.

October 16, 2014 - Tom McIntosh (SPHERU) and Jo-Ann Episkenew (IPHRC) discussed opportunity space within SPHERU. SPHERU will reorganize their current staff to free up one office for use by IPHRC. SPHERU has also offered the use of their student work carrels when they are not occupied by SPHERU students.

While this offer by SPHERU helps to alleviate the space shortage IPHRC faces, it does not solve their long term space need. The IPHRC current space allocation accommodates three staff in open workstations and one staff in a private office. IPHRC is working on two grant applications and if successful will lead to more new hires.

31. Saskatchewan Population and Health Evaluation Research Unit

January 14, 2014 Update: See recommendation in 30.3 above.

32. Canadian Centre for Public Safety and First Responders

33. Office of VP Research

Other:

34. External Relations

35. Presidents Office

36. CUPE 2419

37. URFA

37.1 April 21, 2015: New space request –URFA is requesting space for 2 ½ new staff positions. These positions could be accommodated in the current URFA/CUPE office unit if CUPE were to relocate to another space on Campus. FM is reviewing options.

37.2 **December 17, 2015 Update: FM has reviewed options within the current space in Campion College. The only solution acceptable to URFA is to re-allocate the current CUPE 5791 office space to URFA and find CUPE alternate office space on campus. FM has identified a vacant office space on AdHum level 4 currently allocated to the president's office. The president's office has agreed to return this space back to the centre. CUPE has viewed the room and feel it will meet their needs so long as they have access to meeting space elsewhere in the AdHum building. FM is recommending allocating AH 411.2 to CUPE 5791.**

December 17, 2015 Space Allocation Committee Decision: This recommendation is approved. This item is now closed.

- 38. URSU
- 39. University Club
- 40. Day Care

External Partners:

- 42. Campion College
 - 42.3 **December 17, 2015 Information Item: Campion College has been in discussion with Student Affairs on the temporary use of a suite in Kisik Towers main floor, during construction activities on the Campion Code Upgrades. The usage would be over the summer of 2016.**

December 17, 2015 Space Allocation Committee Decision: This recommendation is approved. This item is now closed.

- 43. Innovation Place
- 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
 - 48.1 April 21, 2015 New Space Request: Shauneen Pete has requested permanent office and work space for the Indigenization Office unit. She is currently running this operation out of her faculty office in Education. Future plans include additional staff which will require office and work space.

Next Space Allocation Meeting: 2:00 – 3:00, January 26, 2016

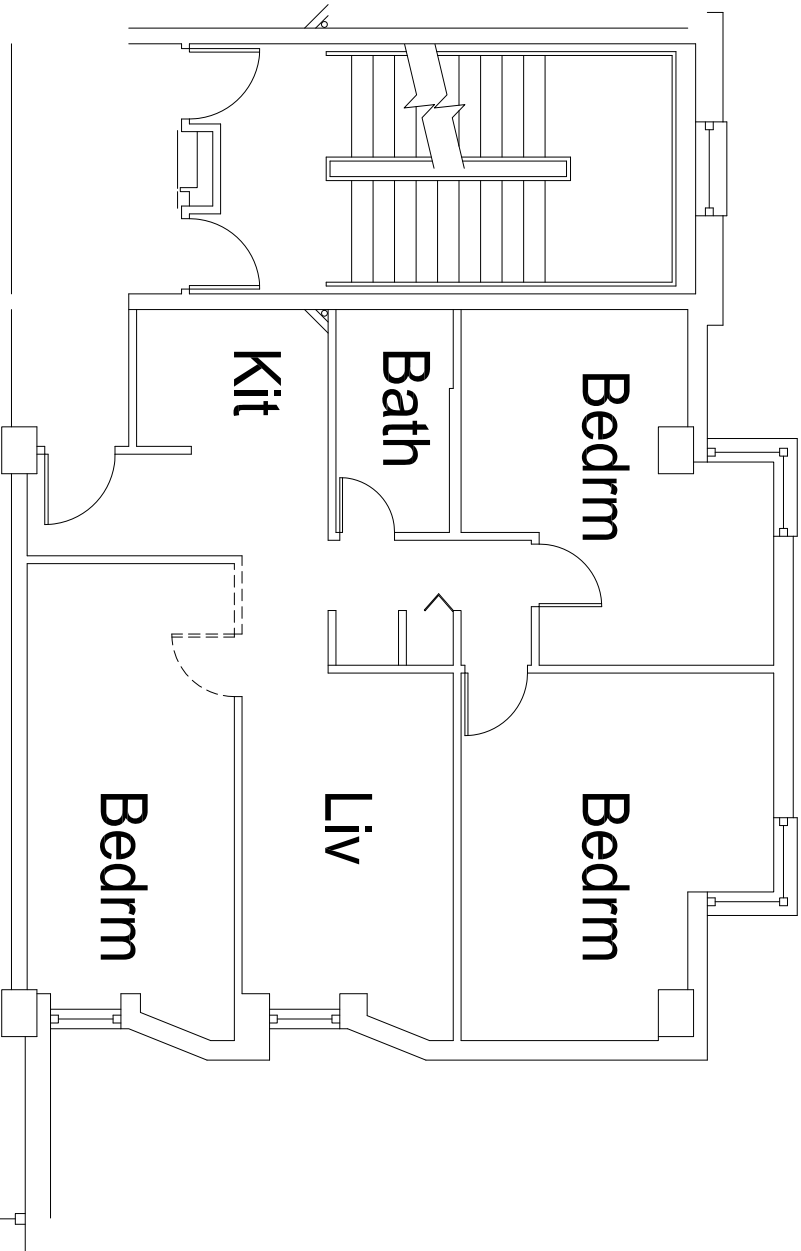
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Appendix A

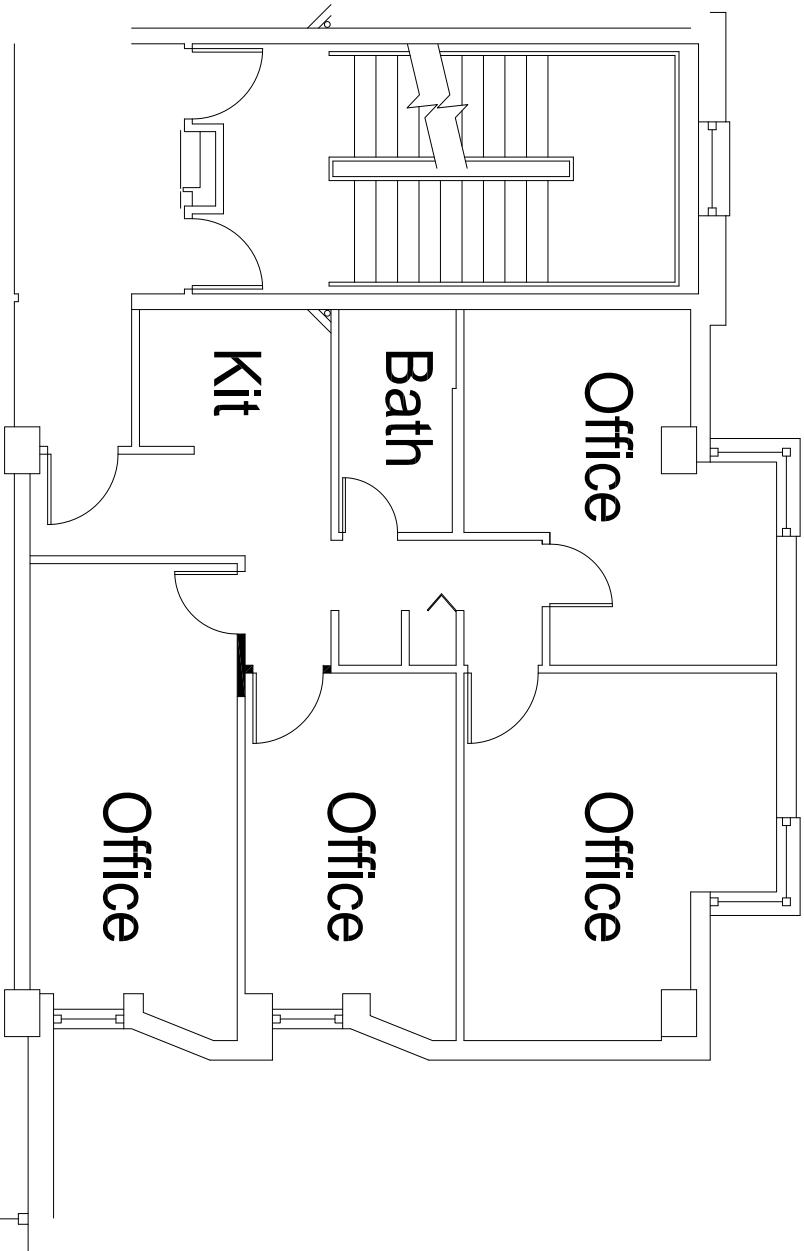
Consideration



Key Plan CW Level 3



Existing Plan - CW 313



Revised Plan - CW 313

Memo

To: Space Allocation Committee, University of Regina
CC: Dr. Thomas Chase, Provost and Vice-President (Academic)
From: Livia Castellanos, Director, UR International
Date: November 17, 2015
Re: Request for space in College West, room 128.2.1 and a section of room 128

UR International has 37 staff members within five units located in the College West Building. Currently, each office space houses on average, two to three staff members.

We have been requested by the Faculty of Graduate Studies and Research to take on full management of the Queen Elizabeth II Diamond Jubilee Scholarship – a \$1 million project funded by the federal/provincial governments of Canada, the private sector, individuals worldwide, and the University of Regina. To meet the high demands of budgetary reporting, program delivery, and the overall success of this project, UR International has been asked to hire an additional staff member within the Study Abroad unit to administer this project.

Due to the size and scope of the current Study Abroad portfolio – with three staff members within one office space, providing service to an average of 25 student appointments per week – it will be no longer feasible to add a fourth staff member within the same space.

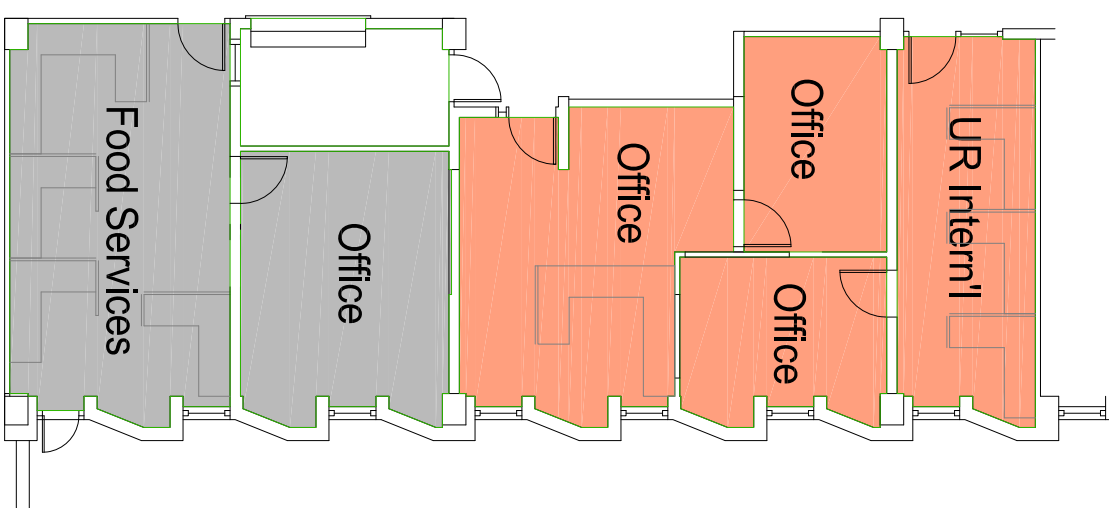
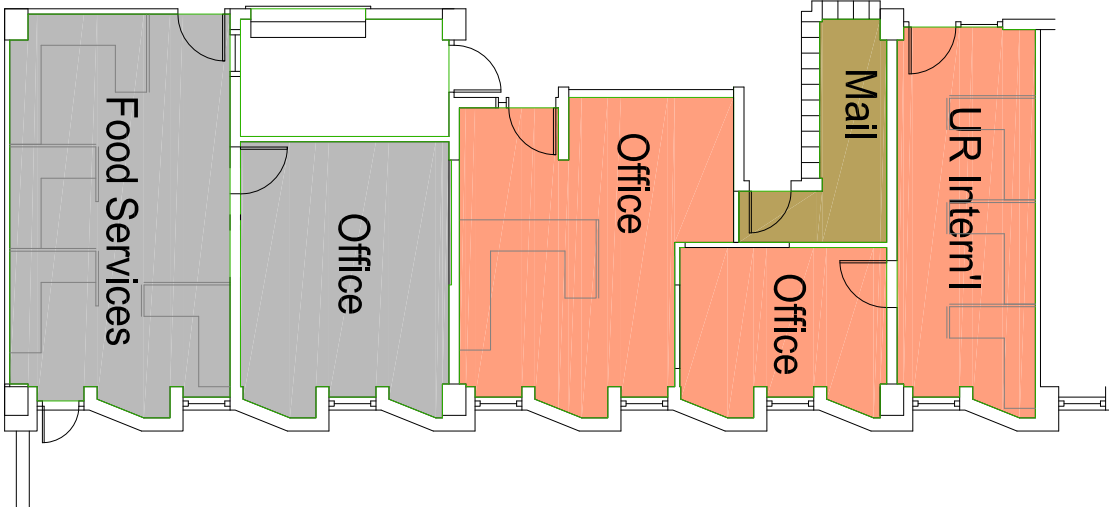
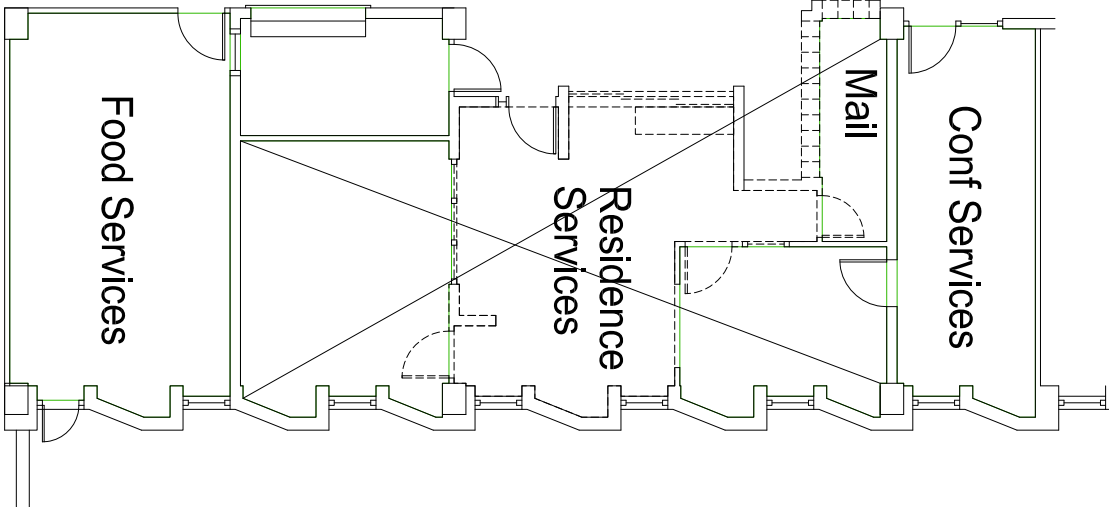
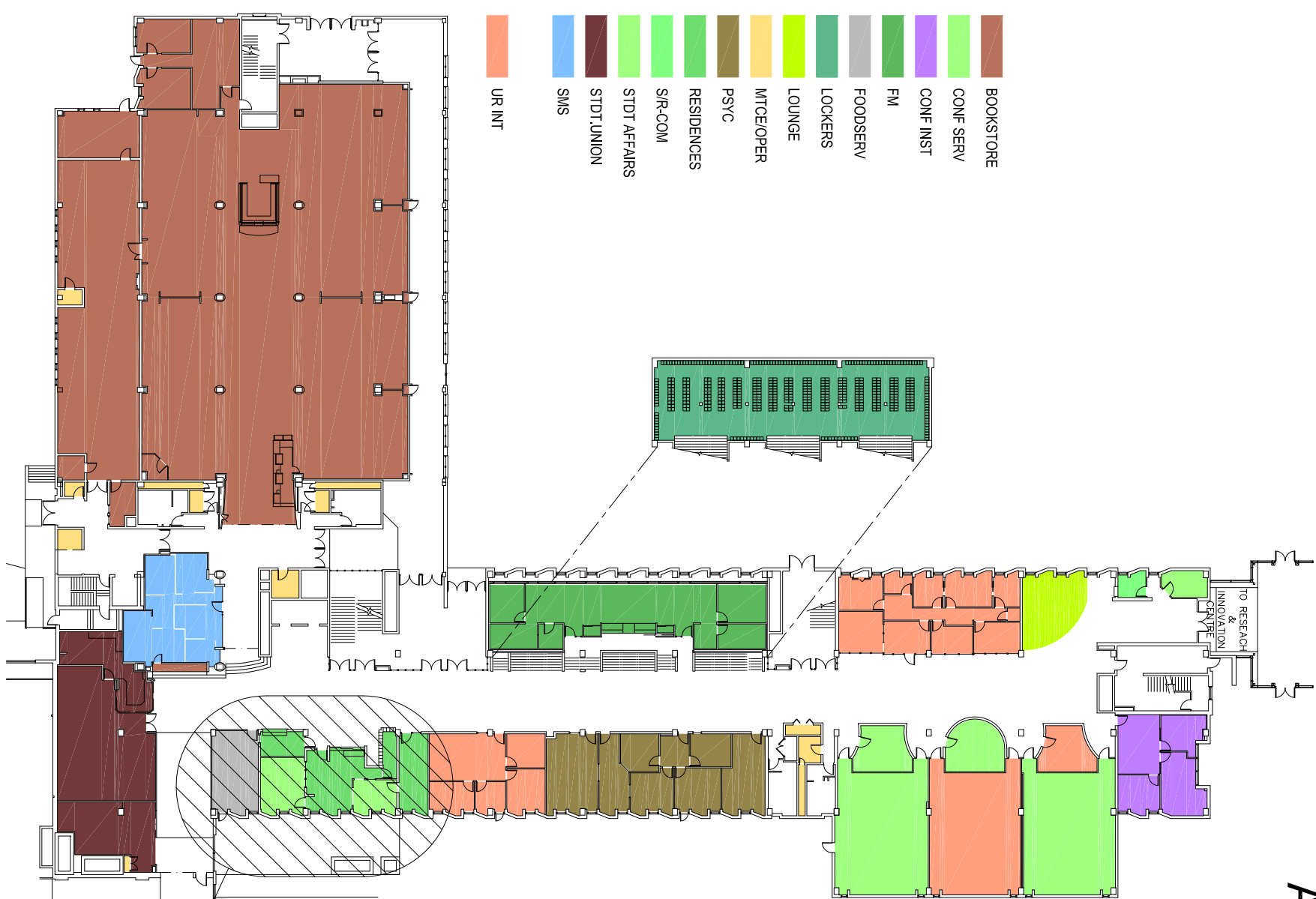
It is hoped that this request for space within College West, room 128.2.1 and a section of room 128 can be taken into consideration, as it will allow UR International to fulfill this new request and carry out the vision and strategic direction of President Timmons and the endeavor to successfully administer the Queen Elizabeth II Queen Jubilee Scholarship.

Thank you,



Livia E. Castellanos
Director, UR International

Appendix 'C'



Existing Plan

Area under Consideration

Proposed Plan Option 1

Proposed Plan Option 2