



## **Space Allocation Committee**

### **Meeting Minutes**

**January 18 - 2010**

#### **In Attendance:**

Dave Button – Vice President – Administration

David Gauthier – Vice President - Research

Gary Boire – Vice President - Academic

Nelson Wagner - Associate Vice-President (Facilities Management)

Neil Paskewitz – Director – Planning, Design & Construction

#### **Meeting Agenda:**

##### **A. High Level Overview of Space Allocation**

##### **B. Planning, Design & Construction Organization Update – 5 minutes**

##### **C. Operations Forecast – 5 Minutes**

##### **D. Facilities Update – 30 minutes**

##### **E. Review updates/requests received from University Leadership Team – 40 minutes**

##### **F. Followup actions for next agenda – 10 minutes**

Note that new/updated items are highlighted in <b>bold</b> .
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#### **A. High Level Overview of Space Allocation**

1. Proposed (quarterly) presentation to ULT, and possibly faculty administrators to allow direct feedback and updates 1 month following SAC meeting to plan for next quarterly meeting.
2. First meeting to brief ULT on Operations Forecast and current space planning activities.

**SAC Response: These items on hold pending decision from UET on management of administrative items in ULT.**

## **B. Planning, Design & Construction Organization Update**

1. Ray Gosselin has moved to University of Alberta. His new role will be Associate Director of Planning.
2. Alex Buehler reclassified to Manager – Planning and Design. All space requests to be routed to Alex.
3. New position – Campus Planner has been classified. Two positions will be posted. Revision will not require additional head-count. Funding achieved through re-org of PDC Unit.
4. See org chart in Appendix A.

## **C. Operations Forecast**

1. Revisions to allow for KIP projects. Does the sustaining capital budget need to be re-submitted for approval based on these (or similar) revisions?  
September 17, 2009 SAC Response: Negotiations still in progress with U of R requesting Province that internal costs for Project Management and Operations Support be made eligible for funding within the agreements.

December 8, 2009 Update: No change on the eligibility of internal FM costs within the KIP funding.

**January 18, 2010 Update: No change. Costs eligibility will remain as-is. This item will be closed.**

## **D. Facilities Update**

1. **Campus Master Plan: Request for Proposals was posted on November 18, 2009. Two firms shortlisted and interviewed in December. Successful candidate is Office for Urbanism (office in Toronto). Firm has recently completed City of Regina downtown development plan and will bring valuable experience with local community development.**
2. **Campus Master Plan will also include space utilization study: The Campus Master Plan should be informed by not only qualitative goals, but also by quantitative measures, such as an assessment of overall space needs, increased utilization, and allocations of space that are demonstrably equitable and accountable. Increased utilization of space goes directly to the goal of sustainability: to do more with less is the hallmark of sustainability.**
3. **There is a concurrent study Project Managed by Bob Schad that will examine options for utilization of the College Avenue Campus. The consultant, Office for Urbanism will provide services for this study.**
4. **Fitup of RIC Second Floor Space**  
September 17, 2009 update: Development of this space on hold.  
**January 18, 2010 Update: Gary Boire has requested discussion of allocation/use of this space. – This item parked until next meeting.**
5. **PC Labs – Space Opportunity**
  - a. September 17, 2009 Update: Low utilization of PC Labs has been reported and there seems to be consensus that the amount of this space can be reduced and re-allocated. It is evident

- that this type of space is in less demand due to prevalence of laptops. FM is proposing that the following rooms be made available for other space requirements:
- i. ED440.1 (880 SF)
  - ii. ED541 (1021 SF)
- b. Review of utilization of remaining labs to be performed by FM in Fall Term.

September 17, 2009 SAC Response: Conversion of ED440.1 and ED541 approved.

**January 18, 2010 Update: Space has been allocated and renovations are in planning and design phase. This item to be closed.**

#### 6.0 Data Centre Options

6.1 September 17, 2009 Update: Related to Knowledge Infrastructure Program, locations are being reviewed for location of the new Data Centre. Short list of options:

- 6.1.1 Classroom 5<sup>th</sup> Floor – will need to relocate Science storage.
- 6.1.2 Language Institute Basement

**January 18, 2010 Update: Classroom 5<sup>th</sup> Floor selected as location for Data Centre. FM working with Science on consolidation and relocation of stored material. There is an area in the crawlspace in Language Institute which was previously used by Café de Lys for storage. Food Services has cleared this area and it will be looked at as an option for Science storage.**

#### 7.0 Space Leased at Innovation Place, Saskatoon

7.1 September 17, 2009 update: There is 1,529 square feet of space available adjacent to our present leased space (occupied by Social Work) in Innovation Place, Saskatoon. There are two possible needs identified for this space; expansion of Social Work, or development of space to accommodate URSIAST Faculty of Nursing.

7.2 FM has requested from Innovation Place that this space be added to our lease agreement (or a new one drafted). FM is awaiting confirmation.

**January 18, 2010 Update: U of R has first right of refusal for this space. Lease agreement and allocation to follow.**

## E. Updates from ULT

### Academic:

#### 1. Arts

**1.1 Thomas Hadjistavropoulos – October 29, 2009 - Requesting space for motion lab – current space in Classroom does not fit testing equipment.**

**1.2 Heather Hadjistavropoulos – Space Request January 14 – 2010.**

#### 2. Business Administration

2.1 Will need 4 new faculty offices by July 1, 2010, preferably in close proximity to the current Business Admin space in ED.

March 24, 2009 SAC Response: Facilities management to work with Business Administration on planning for new faculty.

June 11, 2009 Update: Total of 6 offices required; three by January 1, 2010, and three by July, 2010. Planning on converting storage room ED527 to office. Business Admin has requested conversion of ED-541 to suit need for 5 offices.

September 17, 2009 Update: FM recommends that former PC Lab ED541 (See 5.0) be allocated to Business Admin.

September 17, 2009 SAC Response: Allocation of ED541 to Business Admin approved.

**January 18, 2010 Update: Design in progress. This item closed.**

### 3. Centre for Continuing Education

#### 3.1 English as a Second Language

##### 3.1.1 Office requirements:

Virtually no consolidation of faculty - Instructors are spread over campus at Campion, old PAC, LI, Ad-Hum, and College Avenue Campus.

Offices are crowded.

Offices are in poor condition.

##### 3.1.2 Classroom Requirements:

Currently have 9 classrooms in LI that are heavily used.

Booking of additional classrooms is difficult.

Presently using College Building – difficulties with handicapped access, food services, transportation.

March 24, 2009 SAC Response: Request for consolidation and expansion of space to accommodate growing ESL program is acknowledged. There is not a solution at this time for consolidation of the faculty offices. Solutions to the classroom booking issues to be explored. These will include:

- Optimizing use of space through Capacity Management project
- Exploring alternate off-campus opportunities for teaching space

June 11, 2009 Update:

- 6 additional classrooms on main campus would suit present needs.
- Presently have \$100k budgeted for PC/Language Lab. Ideal location for this and existing Language Lab will be main campus.

September 17, 2009 Update: Proposing that former PC Lab ED440.1 (See 5.0) be allocated to ESL for use as a Language Lab.

September 17, 2009 SAC Response: Allocation of ED440.1 to ESL approved.

**January 18, 2010 Update: Planning work is in progress with ESL. The above items will be closed with new recommendations brought forward at future SAC meeting.**

4. Centre for Teaching and Learning

4.1 Requesting consolidated space – expanded presence in storefront location such as existing College West location.

March 24, 2009 SAC Response: Request is acknowledged. There is not a solution at this time for consolidation of the faculty offices.

June 11, 2009 Update: No new development on this request.

September 17, 2009 Update: Status quo for now. Merge of CTL and TDC is a consideration in long term planning. This item parked.

5. Education

6. Engineering

6.1 Five engineering faculty require research labs (1 dry bench each).

March 24, 2009 SAC Response: Faculty of Engineering will forward names of faculty and work with FM on identification of space needs and prioritization of requests.

June 11, 2009 Update: no further information received to date.

**January 18, 2010 Update: This item closed.**

6.2 Design lab (1000 sq.ft.) required for fourth year undergrad projects. Space must be secure for use in assembling and temporarily storing 4<sup>th</sup> year design projects.

March 24, 2009 SAC Response: FM to investigate options for this space request – possibly in College Avenue Campus.

June 11, 2009 Update: Suggested College Avenue Campus location is not suitable. Still working on solution.

September 17, 2009 Update: This will be looked at as a followup assessment after allocation of the RIC Building Space. **Item parked.**

**6.3 Request from Raman Paranjape for NSERC UAV Project– January 13, 2010. Requires unfinished space for testing of small quad-rotor helicopters. Possibilities: CAC, tunnels below Library?**

**6.4 Yassar Morgan – Request for approximately 30 x 30 foot space to accommodate the Project: Dimensional Sub-centimeter positioning - short range wireless to accurately locate vehicles to improve safety, save fuel, etc. He will use a roller coaster with mini-vehicle running at high speeds. Possibilities: CAC, TDF.**

7. Fine Arts

8. Institut francais

9. Johnson-Shoyama Graduate School of Public Policy

9.1 Faculty split between Main and College Avenue Campus

9.2 Faculty is in the process of hiring 2 new faculty members.

March 24, 2009 SAC Response: Request for consolidation and expansion of space to accommodate additional staff is acknowledged. There is not a solution at this time for consolidation of the faculty offices.

June 11, 2009 Update: No new development on this request.

September 17, 2009 Update: FM is pursuing options for lease of space downtown for use by JSGS and possibly others. This will be short to medium term solution. Further information on Downtown Campus options provided in ~~Annex C~~.

**January 18, 2010 Update: At a Faculty Council meeting on November 25, 2009, it was decided that the search for a downtown campus location be placed on hold. JSGS will create an internal Space Committee that will assess the requirements for facilities on the main campus and possibly at a future downtown location. This item closed.**

- 9.3 August 13, 2009 Space Request: JSGS has requested space for storage of 40-50 boxes of books donated by Al Johnson. This space is required for about 6 months. FM is pursuing options for storage space.

September 17, 2009 SAC Response: FM to investigate solution.

**January 18, 2010 Update: JSGS has met requirements internally. This item closed.**

## 10. Kinesiology & Health Studies

### 11. Library

- 11.1 Carol Hixson has submitted a confirmation of an earlier request, indicating the critical need for contiguous storage space in a secure, climate controlled and accessible location.

March 24, 2009 SAC Response: Request for storage space is acknowledged. There is currently no solution based on availability of space on campus. The requested Major Capital Project; Library-Student Commons would incorporate solutions to this growing problem.

June 11, 2009 Update: No new development on this request.

September 17, 2009 Update: No solution to date. Item parked.

**January 18, 2010 Update: This item closed. Library space assessment will be included as part of the Campus Master Plan exercise.**

### 12. Nursing

- 12.1 March 24, 2009 - Space Request - Temporary Allocation (duration 1 year): Katherine Bergman and staff to occupy AH429, 430.

September 17, 2009 update: AH426 was allocated to URSIAST Faculty of Nursing (secretarially during July).

**January 18, 2010 Update: It is expected that by July an office will be required for the Dean of Nursing. It is assumed that this need will be filled by the office currently used by Sheila**

**Dresen. Additional office space will be required for Faculty for January 2011. Quantity to be confirmed.**

13. Science

13.1 June 11, 2009 Space Request - For RIC 5<sup>th</sup> floor space for Peter Leavitt – EQAL2 Lab – require 4,370 SF. CFI funding for this project will be confirmed by June 22, 2009.

September 17, 2009 Update: CFI funding has been approved for this project. Space planning has been initiated with Leavitt, FM and P3 Architecture. ~~Proposed space plan is included in:~~

~~—Annex A: RIC Level 5 Preliminary Floor Plan – Option 1~~

~~—Annex B: RIC Level 5 Preliminary Floor Plan – Option 2~~

Peter Leavitt to present at SAC meeting on proposed space development.

September 17, 2009 SAC Response: After Leavitt provided overview of EQAL2 planned activities and research, RIC 5<sup>th</sup> Floor Space was allocated to Science/EQAL2 as per Annex B: RIC Level 5 Preliminary Floor Plan – Option 2. Leavitt to work with Project Team to finalize design requirements. Leavitt to also prepare a business plan for the operation of EQAL2 Lab and in particular the additional space that will be created to add value and attract other researchers.

**January 18, 2010 Update – Business Plan still pending.**

13.2 CRC Chair Sandra Zilles (CS)

September 11, 2009 space request: Sandra Zilles is a new member in CS. Her Canada Research Chair nomination will go forward in November 2009. She has tentatively been given some space in the Classroom building for her research laboratory although there is concern whether this space will be adequate for her needs. She has a request for infrastructure going forward to the Council Committee on Research on September 14th.

September 17, 2009 update: FM will review space requirements (presently estimated at 700 SF) and explore options with Faculty of Science.

**January 18, 2010 Update: Science has accommodated this need and will allocate CL122 for her use. This item closed.**

13.3 Science Storage Space

August 7, 2009 Space Request: Storage required for Faculty of Science to accommodate:

Boat motors and related gas containers

Research samples

September 17, 2009 update: FM working with Science on solution that includes outdoor storage compound, CK Parkade compound, and storage space assigned to Science in RIC basement level.

**December 18, 2010 Update: Planning in progress.**

#### 14. Social Work

- 14.1 Request for expansion space in Saskatoon. See item D.7.1, Page 3.

#### 15. Student Affairs

##### 15.1 Registrar's Office

- 15.1.1 There is a major shortage of classrooms at 'preferred' booking times. Very much influenced by ESL requirements noted above.
- 15.1.2 FM has revised capacities of classrooms due to fire regulations resulting in reduction of over 100 seats.
- 15.1.3 Capacity Management strategy will help.

March 24, 2009 SAC Response: Scheduling/Capacity Management improvements are viewed as a key strategy for satisfying needs of academic classroom requirements, including ESL. Focused effort on improvement in classroom utilization will address the logical question: "if enrollment has declined over the last few years, why is there a space shortage?"

June 11, 2009 Update: FM provided complete list of all classrooms on campus (Registrar and Faculty allocated).

September 17, 2009 Update: The Registrar was able to satisfy class scheduling requirements by temporarily using Faculty of Education classrooms (these were available from September to January).

September 17, 2009 SAC Response: It is critical that the Electronic Scheduling System be implemented to enable scheduling/Capacity Management improvements. The Space Allocation Committee requests that the AVP Student Affairs report on the status of this initiative.

**January 18, 2010 Update: Effective December 17, 2009, the Registrar's Office has become the centralized locale for time tabling and academic (teaching-related) space allocation on campus. Scheduling software is in planning/development stage and will be fully operational in 2012-2013. This item closed.**

#### 16. UR International

- 16.1 **January 7, 2010: Request from Sarah Goddard for single office for APT7 that will report to Livia Castellanos.**

#### **Administration:**

##### 17. Facilities Management

##### 18. Finance

##### 19. Human Resources

##### 20. Information Services

##### 21. Resource Planning

##### 22. Enterprise Risk Management



## **Research:**

### 23. Graduate Studies and Research

### 24. Office of Energy and Environment

24.1 March 24, 2009 - Discussions have been initiated between OEE and Innovation Place for 5000 - 8000 sq.ft of space to accommodate North American Institute for Sustainable Energy.

June 11, 2009 update: SAC has not been requested to review and approve allocation of space. Funding is from outside of University.

September 17, 2009 Update: Business case is being developed by Bob Shad. **This item parked.**

### 25. Research Services

### 26. University/Industry Liaison

### 27. Canadian Plains Research Centre

### 28. Centre canadien de recherche sur les francophonies en milieu minoritaire

### 29. Centre for Studies on Energy and Environment

### 30. Centre for Sustainable Communities

### 31. Centre on Aging and Health

### 32. Humanities Research Institute

### 33. Indigenous Peoples Health Research Centre

### 34. Prairie Particle Physics Institute

### 35. Saskatchewan Population and Health Evaluation Research Unit

## **Other:**

### 36. External Relations

36.1 Requesting 4 offices for new staff.

June 11, 2009 update: No option at present beyond possible conversion of SR210.7.

September 17, 2009 update: Requirement still stands. No further options available at this time.

**January 18, 2010 Update: FM working with ER to reconfigure existing space to accommodate this requirement. This item closed.**

### 37. Presidents Office

37.1 **President's Research Space – President Timmons is considering transferring her existing research office at UPEI (together with its funding) to the U of R sometime within the next year. At UPEI, she currently has four people employed. Ideally, we would be interested in consolidating the people in those positions together with the two existing**

**people here at U of R in some sort of shared or contiguous space for approximately 6 people.**

38. CUPE 2419

39. URFA

40. URSU

40.1 Due to costs associated with the fit-up of the space, and availability of an alternate location (former Travel Cuts), URSU may pass on the allocation of RI118. Centre would still 'owe' space to URSU based on previous agreement. A possible alternate use for this prime, store-front space (688 sq.ft.) is to revert to the master program for the RIC/LBA, and utilize this space for a 30 seat seminar room showcasing classroom technology, including a smart board and video conferencing. Space would be assigned to and managed by the Registrar's Office. Space will be withheld from list of Available Space pending confirmation from URSU.

June 11, 2009 update:

- URSU not developing space but would prefer to retain the allocation of this space (quasi-ownership) and 'lease' space for 5-10 year term.
- Recommend developing this space as seminar room. Cost for fitup will be carried by base RIC project (\$100,000). Minimum 5 year term, review with URSU every 5 years.

September 17, 2009 update: Development of RI118 on hold.

**January 18, 2010 update: Nelson Wagner has approached URSU to explore opportunity to trade RIC Main Floor RI118 (URSU allocation) for investment in Multi Purpose Room Renovation.**

40.2 URSU may lose tenant CATAL – presently leasing RC225 (364 sq.ft computer lab). Is there interest in leasing this from URSU to address computer lab requirements? Space will be withheld from list of Available Space pending confirmation from URSU.

June 11, 2009 update:

- Space will be retained by URSU for GBLUR.
- One office still available for lease: RC223 (158 sq. ft.)

September 17, 2009 SAC Response: Status of CATAL space lease in Adhum/LY to be investigated by FM.

**January 18, 2010 Update: Information still required.**

41. University Club

41.1 **January 18, 2010 - The University club plans to redevelop the front desk area and requests that the club expand into the corridor space. Space taken by the club will be approximately 300 SF. This area is currently used for storage. Request is recommended by FM.**

## External Partners:

### 42.0 Campion College

- 42.1 September 3, 2009 Space Request: IMPACT Lab (Riegel, Robinson, Petty, Benedicenti) planning to submit a CFI application. Space requirement is approx. 400 SF. What is implication of space allocation for Campion CFI project?

September 17, 2009 SAC Response: Further work on this required. ORS to identify need, type and functional use of space and what the research relationship with and support from Campion will be.

**January 18, 2010 Update: ORS has forwarded an overview of the IMPACT Lab – full report is included as Appendix B. The infrastructure proposed in this application will support two key components of research designed to understand the relationship of cognition to poetics and aesthetics, and to rapidly developing ubiquitous computing technology. The first component is to establish an advanced technology lab to facilitate data collection in our primary domains. The second is to strengthen links with the well-established \$28 million dollar CFI funded Visual Simulation lab (VSIM) at Carleton University in order to transfer high technology knowledge from VSIM to the University of Regina and to foster innovative collaborative interdisciplinary research between the two institutions.**

**The preferred location of the lab is on the main campus, however a location in a vacant portion of the College Avenue Campus could be considered as an interim solution and to enable submission of the CFI request by the February 15 deadline.**

**FM will continue to pursue suitable locations on the main campus.**

- 42.2 Campion has also expressed interest in taking ownership of corridor office space. Presently there are no alternatives for the space shuffle that would enable this.

### 43. Innovation Place

### 44. National Research Council

- 44.1 South bay of TDF has been cleared of desks and salvage material. This space will be loaned by FM on a temporary basis for collaborative use by NRC and Engineering.

June 11, 2009 update: Move is completed.

September 17, 2009 update: NRC lease has been updated to include an additional 1,400 square feet in the TDF. NRC has requested that a committee be developed that will prioritize projects that will occupy the shared TDF space.

September 17, 2009 SAC Response: NRC/UR lease structure will delineate who is prime tenant for each space. NRC is encouraged to work jointly with other tenants (including Faculties of Science, Engineering, Arts) on projects which cross the boundaries.

**January 18, 2010 Update: Lease revision in progress. This item closed.**

- 44.2 June 11, 2009 Information Item: SAC has provided tentative approval of 30-50% of RIC 5<sup>th</sup> Floor space for development and lease to NRC. Partnership between U of R and Innovation Place is under development to finance construction costs via 5 – 10 year lease. KIP funding may fund the entire floor.

September 17, 2009 update: KIP funding has been approved for base development of the RIC 5<sup>th</sup> floor. SAC has again confirmed commitment to lease of space to NRC after approval of KIP.

NRC, with assistance of P3 Architecture, has developed plan for space development on 5<sup>th</sup> floor RIC. NRC space on 5<sup>th</sup> floor will include IRAP program. Two options for floor plan to be considered, with final configuration determined based on fitup and lease budgets.

Minimum space 5,328 square feet. Maximum space 5,766 square feet. See Annex A and B for floor plan options. Expected Occupancy Date: October, 2010.

September 17, 2009 space request: NRC occupancy of PTRC to be terminated March 2010. Recommend temporary allocation of three lab modules on RIC 4<sup>th</sup> floor for a duration of March 2010 – October, 2010.

September 17, 2009 SAC Response: Temporary allocation approved.

**January 18, 2010 Update: Expected occupancy date of RIC 5<sup>th</sup> floor labs is December 1, 2010. Current plan remains that NRC will occupy RIC 4<sup>th</sup> floor labs between vacancy of PTRC209 and move to RIC 5<sup>th</sup> floor. Discussions are still in progress with Engineering on possible extension of NRC's occupancy of PT209 to December.**

#### 45.0 Canadian Police Research Centre

- 45.1 April 30, 2009 – Space Request: Four offices for occupancy until March 2010. – Possible location is front office in CK210.

- 45.2 As of March 2010, require office space for 10-15 people. Proposing shared space arrangement with NRC (RIC 5<sup>th</sup> Floor).

June 11, 2009 update-

- June 10, 2009 phone call to Steve Palmer; both of these requests are presently on hold. Confirmation of space request due by end of June 2009.

September 17, 2009 update: -

- No development for Police Research Centre on the RIC 5th floor is planned at this time. The unallocated space on the 5th floor consists mainly of wet labs and related support space, and is therefore not suited for Police Research Centre's needs.
- Police Research Centre exploring options with Innovation Place.

**January 18, 2010 Update: This item parked pending confirmation of move plans from the Police Research Centre.**

#### 46.0 First Nations University

47.0 U of S College of Nursing

47.1 June 11, 2009 Update/Information Item - Four offices have been leased to U of S College of Nursing. Previous SAC decision allocated two seats in CK210, with the remaining offices CK164.20, and CK164.21 being loaned from CK. This has been modified - rather than CK210 space, two offices have been borrowed from FGSR.

September 17, 2009 Update: A lease agreement has been signed which includes CK144, CK146, CK164.20, and CK164.21 for the period July 1, 2009 to June 30, 2010.

This item will be closed.

**December 18, 2010 Update: On January 12, 2010, U of S requested extension of this lease by 1 year. Availability of this space (by CK and FGSR) has not yet been confirmed.**

**F. Follow-up actions for next agenda**

**Next Space Allocation Meeting: June 21, 2010**