



## Space Allocation Committee

### Meeting Minutes

June 25, 2012, 8:30 – 10:00

Room: AH527

#### In Attendance:

Thomas Chase – Provost and Vice President (Academic)  
Dave Button – Vice President (Administration)  
Nelson Wagner - Associate Vice President (Facilities Management)  
John Metcalfe – Registrar  
Neil Paskewitz – Director – Planning, Design & Construction

#### Meeting Agenda:

- A. Facilities Update - 10 minutes
- B. Review updates/requests received from University Leadership Team – 50 minutes

#### Notes:

- New/updated items are highlighted in **bold**.
- To view an Annex referenced in earlier updates, refer to the Space Allocation Committee Meeting Minutes provided for that date.

#### A. Facilities Update

- 1. Student Housing Expansion
  - a. October 3, 2011 Update: The University is awaiting confirmation of the requested government contribution.
  - b. **June 25, 2012 Update: Funding in the amount of \$2.5M for the design of the Student Residence has been approved. Request for Proposals for Architect, Engineers and Construction Manager have been issued. The Architect has been selected, and the successful firm is Pattison MGM. Selection of Engineers and Construction Manager**

**will be complete by July 20. Concept design to be complete for submission for board approval at the December 2012 meeting.**

2. College Avenue Campus Advisory Committee

- a. October 3, 2011 Update: Advisory Committee continues to explore possibilities for partnership opportunities.
- b. June 25, 2012 Update: The final meeting of the College Avenue Campus Advisory Committee will take place June 29. Final report with recommendations will be provided to the President after this meeting.**

3. Detailed Space Study:

- a. October 3, 2011 Update: A Space Study was prepared as part of the Technical Analysis for the Campus Master Plan. General findings of the Space Study are provided in the Plan on page 41. The study identified areas of opportunity, including improved utilization of classrooms, and a possible over-allocation of instructional labs, with a recommendation that further detail be assembled on these and other potential opportunities. This next phase will be done in close collaboration with the Faculties and Departments, and will commence immediately. Results of the detailed Space Utilization Strategy will be presented to Finance and Facilities on February 7, 2012. The draft report will be presented to the Space Allocation Committee at the December 16, 2011 SAC Meeting.

An overview of the approach and planned outcomes will be provided by the project team. See Agenda in attached Annex B.

November 21, 2011 Update: Report is in progress and is on track to present findings in December SAC meeting.

January 12, 2012 Update: Nelson Wagner provided an update of the Study, including:

- Purpose of Study
- Basis of Study
- Status of study
- Preliminary findings - see handout with explanations
- Caveats
- Next steps
- Timelines

March 9, 2012 Update: FM is beginning to meet with Faculties to validate the findings in the first phase of the project. The AVP (FM) is crafting a message for SAC consideration outlining to ULT the overall project, its constituent parts, what they can expect to see and their role in the process. Nelson posed some key questions to gain the committee's insight and guidance.

April 16, 2012 Update: The FM Planning team has come to the realization that with all of the budget related changes and very tight time lines for this project given the scale and magnitude of it, the space review will be divided into two distinct parts. The first is the thorough analysis of our current use of space and true shortfalls leading to one input into the Operations Forecast for June and early September. The second is a policy review which will start in the Fall of 2012 and will culminate in a new policy, procedures,

processes, and framework for the allocation, use, and management of space at the University by the Spring of 2013.

## B. 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.

June 21, 2010 – no solution in place at this time.

October 3, 2011 – Update: Dr. Hadjistavropoulos has a CFI application in place, with a request for 2000 Sq Ft of space.

October 3, 2011 Space Allocation Committee decision: SAC will support the CFI submission with a commitment for space based on the detailed programming requirements.

November 21, 2011 Update: Dr. Hadjistavropoulos has expressed interest in CK210 space based on its condition and existing layout being close to the requirements, and therefore minimizing the renovation cost.

November 21, 2011 Space Allocation Committee Decision: The committee requested that further options for alternate space, or space sharing scenarios be explored. For the present state of the CFI submission, CK210 can be considered committed to Dr. Hadjistavropoulos for this purpose, starting January 1, 2013.

January 12, 2012 Update: Dr. Hadjistavropoulos/Faculty of Arts would like to commit funds to design of CK210, but there is not yet commitment to the location. At this point, SAC has committed 'space' and CK210 is an option. The VP Research has also committed that Dr. Hadjistavropoulos can carry in his CFI application the funds equivalent to the fitup costs for CK210. Faculty of Arts is willing to fund the design in advance, with the risk that if the CFI does not go through, they will lose the design investment.

January 12, 2012 Space Allocation Committee Decision: The Space Allocation Committee maintains the commitment of CK210 to Dr. Hadjistavropoulos based on approval of the CFI funding request. Understanding that Dr. Hadjistavropoulos wishes to proceed with preliminary design of this space to advance the preparation for the project and supplement the CFI application, the Committee commits that design fees of up to \$10,000 can be invested without risk due to alternate space allocation at a later date.

March 9, 2012 Update: FM Planning Group has provided further detail on the requirement and budget. FM has absorbed the planning costs to date. No design costs are anticipated until approval of the CFI grant.

1.2 Heather Hadjistavropoulos – Space Request January 14 – 2010.

June 21, 2010 – Space for this request has not been identified. Heather has commenced fund raising for development of Psychology Teaching Lab.

June 21, 2010 – Space Allocation Committee has stated that fund-raising activities must be placed on hold until space has been allocated for this purpose. This is similar to the process for CFI grants, where space must be committed by the University prior to proceeding with an application.

September 10, 2010 Update: Options have been identified, but there is no recommendation at this time. Proposal to be developed and with approval of the Arts Space Committee and Dean, a recommendation will be tabled at the December SAC meeting.

November 10, 2010 Update: Planning in progress.

March 9, 2012 Update: Space requirement for instructional lab space is on the order of 2,500 SF in addition to the existing Clinical Psychology space (2,500 SF) on CW Level 1, which will remain as research space.

The Space Allocation Committee requested a presentation from Heather Hadjistavropoulos to develop further understanding of the clinic and key factors that influence the location within the campus. FM will coordinate a meeting at the earliest convenience of Dr. Hadjistavropoulos and the committee.

April 16, 2012 Update: Dr. Hadjistavropoulos provided an overview of the proposed Clinical Training Facility. Key issues that support the need for an expanded facility; Clinical training is required to support an accredited program, and the current program is limited by the available space. Present clinic is operated in a research lab, creating a challenge in client service with no reception and waiting area, and limitations to program growth without sufficient and dedicated space, expanded group rooms, and family meeting room.

**June 25, 2012 Update: SAC requested that FM provide an inventory of all labs on campus that have facilities similar to what is detailed in this space request, and implications of CFI funding on joint use of space.**

## 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.

## 4. Centre for Teaching and Learning

## 5. Education

## 6. Engineering

6.1 November, 2011 Request: Gordon Huang, Engineering and Applied Science. CFI Application: Integrated Flood Simulation and Risk Assessment Associated with Western Canadian Climate Modeling. Planned location for related equipment was ED130 and RIC440. In review of the space requirements, RI440 does not seem practical for the model which is estimated at 10 m x 2 m. The model would not fit within this lab, and even after reducing the model size, it would require demolition of three existing wet lab modules to accommodate. Recommend that Gordon Huang be allocated RI-436. This room was originally allocated to Engineering as support space for RIC wet lab functions and was not required. It is currently unallocated. Engineering had requested earlier that the space be used for grad students but this was declined by SAC. The room is roughly finished with drywall, lighting, and workbenches, and unfinished floor and ceiling. Configuration of the room is ideal for the model. The use of this lab for Gordon's model aligns with the originally intended use as lab support space. Recommend allocation of this space to Engineering for this purpose.

January 12, 2012 Space Allocation Committee Decision: Approved based on approval of CFI application.

March 9, 2012 Update: On hold pending approval of the CFI request.

**June 25, 2012 Space Request: At the March 8, 2011 Space Allocation Meeting, Dr. Liming Dai was allocated room TD109 in the Technical Development Facility on a term basis. At a size of 350 SF, this space has since been deemed unsuitable even for short term requirements and a new request is being submitted.**

**The vacant/unallocated lab support space RI540 has been considered for Dr. Dai. At a size of 590 SF, it will meet his needs for the next 5 or 6 years. Bob Schad has facilitated discussions with Dr. Gordon Huang on space requirements for his current CFI request. Presently Dr. Huang has been allocated RI436, contingent upon the success of his CFI application. Recent development work by Dr. Huang has reduced the size of the research model and related lab area requirements. At an area of 900 SF, RI436 would be better suited for Dr. Dai's research, and would fit the long term needs of his research for 15-20 years. Dr. Huang could be accommodated in RI540. The current CFI application will not be affected by this revised location. The outcome of discussions between Bob Schad, Dr. Dai, and Dr. Huang have resulted in the following recommended space allocation**

- Allocate RI436 to Dr. Dai on a permanent basis.**
- Allocate RI540 to Dr. Huang on a permanent basis, still contingent upon the success of his CFI application.**

**June 25, 2012 Space Allocation Committee Decision: Space allocation is approved as requested.**

6.2 June 25, 2012 Information Item on change of use: College Building room CB003 is presently allocated to the Faculty of Engineering on a term basis. The Faculty is in the planning phase of converting this space from its present use as a Research Lab, to the new use as a Grad Student space.

**June 25, 2012 Space Allocation Committee Decision: Space allocation is approved on a one year term basis. Allocation will be reviewed annually and will be terminated when work commences for the College Building redevelopment. Note that no replacement space will be provided when this temporary allocation is terminated. This item closed.**

7. Fine Arts
8. Institut francais
9. Johnson-Shoyama Graduate School of Public Policy
10. Kinesiology & Health Studies

10.1 June 30, 2011 – New Space Request: Dean of Kinesiology has requested space in CK210 to facilitate expanded Lab facilities for delivery of the growing undergrad program. The CK210 space is presently allocated on a temporary basis to Science (for Grad Student space), for a term ending December 31, 2011. More background on the Kinesiology request will be developed.

November 21, 2011 Update: In a Space Allocation Committee decision in early November, KH&S was allocated temporary occupancy of CK210, for a period starting January 1, 2012 and ending December 31, 2012. Science has found alternate temporary space within Science allocated space, and has vacated CK210.

March 9, 2012 Update: Per Item 1.1, Room CK210 has been allocated to Arts pending approval of the CFI Request of Thomas Hadjistavropoulos. Alternate solutions for space for this K&HS request are under review.

#### 11. Library

#### 12. U of R Faculty of Nursing

12.1 November 21, 2011 Update: The U of R Nursing Faculty has started long term planning to accommodate second and third year programming.

January 12, 2012 Update: Verbal update.

April 16, 2012 Update: Nursing currently has one vacant faculty office on the 3<sup>rd</sup> floor of the Education Building. They are in the process of hiring 2 full time faculty and will need an additional office somewhere on the floor. FM will be looking into options with the faculty of Education.

**June 25, 2012 Update:**

**The list of Nursing requirements is growing. Additional space requirements include:**

- **3 Additional offices for faculty and other instructors.**
- **Nursing Student Society room.**
- **Office space for Research Assistants.**

**FM met with the Dean of Nursing and Dean of Education to review options for temporary use of Education office space on the third floor. The dean of Education and his Faculty Administrator reviewed the request and advised they will not be able to free up assigned space for Nursing.**

Education suggested an alternate might be to decommission one of the following three classrooms on the third floor – ED 389, 390 or 391 with a preference to converting ED 389 as it shares a wall with their science instruction lab (see attached Appendix “A”). FM reviewed the scheduled usage of the three classrooms with the Registrar’s office (Glenda Good). The data supports decommissioning one of these rooms (ED 389) by reassigning and rescheduling the courses to the other two rooms. Current room usage stats are 50%, 32% and 24% based on a 45 hr week. Recommendation – Convert ED 389 into 3 offices for the Faculty of Nursing and reschedule courses into ED 390 & ED 391.

**June 25, 2012 Space Allocation Committee Decision:** To accommodate growth requirements for the Faculty of Nursing, the Space Allocation Committee has approved the allocation of ED389, as well as the following offices in the Research and Innovation Centre: RI-515, RI-516, RI-517, RI-519, RI-520. This item closed.

### 13. Science

- 13.1 January 12, 2012 New Space Request – Chris Yost has an existing CFI Funding Application in place: Identifying Therapeutic Targets for Personalized Medicine through Comprehensive Mapping of Pathogen Membrane Interactions. The original submission stated that the CFI funded equipment would fit within existing Science Space within RIC (RI-231). Upon further review of the equipment size and space requirements, it has been determined that RI231, at 102 SF will not accommodate the equipment. Yost is requesting RI541 (1128 SF). Background on request is attached as Appendix A. RIC541 will provide important strategic research and competitive advantages by creating new synergies with EQAL2 and improving the potential success of the grant application.

January 12, 2012 Space Allocation Committee Decision: Approved based on approval of CFI funding application.

March 9, 2012 Update: On hold pending approval of the CFI request.

- 13.2 **June 18, 2012, new space request from Peter R. Leavitt. Dr. Leavitt has been selected as Director of Canadian Institute of Ecology and Evolution and has the option of moving it from U of T to U of R. The Director position comes with a full time Assistant Director – hence the need for an additional office adjacent to EQAL/CIEE. Date required about Sept/12 (possibly as late as Jan 2013). Length of time required: 3 -5 yrs. Possible allocation of RI521.**

**June 25, 2012 Space Allocation Committee Decision:** Allocation of RI-521 is approved. This item closed.

### 14. Social Work

### 15. Student Affairs

### 16. UR International

## **Administration:**

17. Facilities Management

18. Financial Services

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

19. Human Resources

20. Information Services

21. Resource Planning

22. Enterprise Risk Management

## **Research:**

23. Graduate Studies and Research

24. Institute for Energy, Environment and Sustainable Communities

25. Office of Research Services

25.1 March 9, 2012 New Space Request: Request for space to accommodate a Regional Data Centre. Basic requirement is for two interconnected offices for Stats Canada research. Under review by FM. Postponed until next meeting.

April 16, 2012 Update: Two possible locations were explored:

- Option 1 is RI 308.5. This space was jointly assigned to the faculties of Arts and Science as possible write up/computer space but has not been used by either. This space would meet the requirements for security and access and would require minor renovations to make it functional.
- Option 2 is the former UILO leased space in 2R. This space would also meet the requirements for security and access and would require renovations to make it functional. As 2R is not University owned space there would be ongoing lease costs.

April 16, 2012 Space Allocation Committee Request: FM to investigate integration of this service into the Library/Archives.

**June 25, 2012 Update: FM met with David Malloy and Bill Sgrazzutti to review possible options in the Library.**

26. Canadian Plains Research Centre

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. Prairie Particle Physics Institute

32. Saskatchewan Population and Health Evaluation Research Unit

## **Other:**

33. External Relations



34. Presidents Office

34.1 March 9, 2012 New Space Request: New space request for an office for the Indigenization Executive Lead. Preferred location is the 4th floor AdHum Building. FM is exploring alternatives with the Faculty of Arts.

April 16, 2012 Update: No permanent solution at this time. FM to explore opportunities on a term allocation basis.

**June 25, 2012 Update: The office in RI-212 is presently allocated to the President's Office on a temporary basis. The President's Office will relocate the individual presently in this office to another space, and it is requested that this temporary allocation be revised to permanent.**

**June 25, 2012 Space Allocation Committee Decision: This item is approved as a permanent allocation.**

35. CUPE 2419

36. URFA

37. URSU

38. University Club

**External Partners:**

39. Campion College

40. Innovation Place

41. National Research Council

42. Canadian Police Research Centre

43. First Nations University

44. 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, 2009 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.

June 21, 2010 Update: U of S faculty will be vacating space leased from SIAST Wascana as early as 2012. They are exploring options including space at FNUUniv as well as a stand-alone building to accommodate these faculty and their College of Medicine requirements in Regina. The outcome of the Facility Planning Study being done for the South Saskatchewan Academic Health Sciences Network will help guide and/or direct the solution.

November 8, 2010: Lease has been renewed to June 30, 2011. Additional extensions will be required based on development planning for College of Nursing.

December 20, 2010 Update. FM is working with U of S to find leased space options in Regina to accommodate their program.

June 30, 2011 Update: FM toured on April 18<sup>th</sup> with U of S Nursing representatives, examining possible locations such as the Orr Centre on Lewvan Drive.

October 3, 2011 Update: Orr Centre has been examined and deemed not feasible. Exploring other possibilities.

November 21, 2011 Update: In a recent meeting with the South Saskatchewan Academic Health Sciences Network, the U of S will be working with SIAST Wascana Campus, FNUUniv, and possibly the U of R/Innovation Place to meet short term office requirements for Sept, 2012.

January 12, 2012 Update: U of S has now identified their actual space needs from teaching and research space thru to office space. The Registrar will be looking at classroom space, and FM is reviewing requirements for office space. Most likely option is a small increment of office space potentially in Innovation Place. The U of R does not have any simulation labs, so the U of S is looking to SIAST and RQHR for assistance in this area.

March 9, 2012 Update: Alternate locations are being explored at this time.

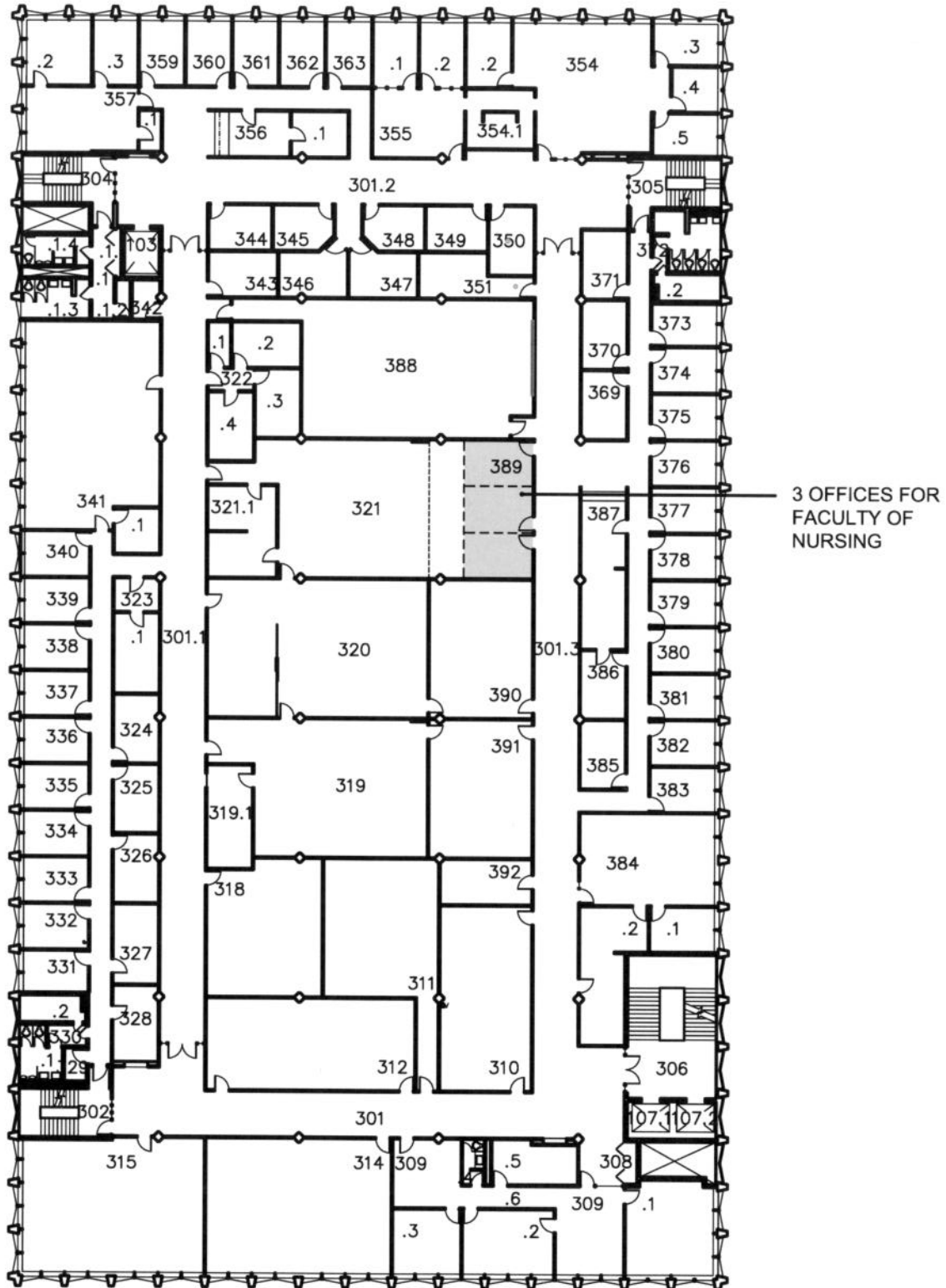
- FNUUniv
- Orr Centre
- Innovation Place

**June 25, 2012 Update: U of S have vacated 2 offices in CKHS.**

**Orr Centre has been selected as the temporary solution. Design for this facility is presently in progress.**

**Next Space Allocation Meeting: Wednesday, September 12, 2012**

# Appendix A



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EDUCATION

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