



## Space Allocation Committee

### Meeting Minutes

March 27, 2014, 2013, 10:00 – 11:30

Room: AH527

#### 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

#### Meeting Agenda:

Presentation by Dr. Harvey King – 20 Minutes

Presentation by Dr. Daniel Gagnon n- 20 Minutes

Review of current space requests - 30 Minutes

Presentation by Dr. Gordon Huang – 20 Minutes

#### 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

##### 1. 3D Cave Installation:

September 27, 2012 Update: The university has been offered 3D Visualization software and hardware from the Saskatchewan Research Council in Saskatoon. The AVP/

Research is working to complete the acquisition of this system. FM has been asked to explore options for a suitable location on campus. Recommendation to follow.

September 27, 2012 Space Allocation Committee Decision: Implementation of the 3D Cave installation is seen as a strong benefit to research efforts and is an opportunity for demonstration and promotion of these efforts to the general public. As such, public space can be considered for housing of this space.

January 14, 2013 Update: The equipment has been dismantled, boxed and shipped to the U of R, and will be stored at the TDF (Old Fire Hall on Grant Road). The recommended site for the Cave is a portion of Education 185 which would require renovations to accommodate the equipment. FM is reviewing design and budget implications.

March 25, 2013 Update: David Malloy is working with External Relations to find a donor to finance the installation and fit up of the space and equipment.

September 17, 2013 Update: David Malloy will request that key users develop a business plan to establish budget and strategy for management and operation of the research facility.

November 26, 2013 Update: Dr Stephen Bend (Geology) is discussing facility options with other faculty interests to develop a business case for its operation.

January 14, 2014 Update: Work continues on the business case.

February 26, 2014 Update: Cost sharing agreement is under consideration between Faculties. The lead operator for the Cave is yet to be determined but discussion has been leaning towards the Faculty of Science/Department of Geology as the lead for a 1 year evaluation period.

**March 27, 2014 Update: Facilities Management is looking for space options.**

## **B. Updates from ULT**

### **Academic:**

1. Arts
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 20<sup>th</sup> (**now March 27<sup>th</sup>**) 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.**

4. Centre for Teaching and Learning
5. Education
6. Engineering
7. Fine Arts
8. Institut Francais
9. Johnson-Shoyama Graduate School of Public Policy
10. Kinesiology & Health Studies

- 10.1 September 17, 2013 Update: The Dean has requested to have an extension of the allocation of CK 210 to the Faculty of Kinesiology and Health Studies for another term to April 30, 2015. In the near future, Dean Riemer will submit an official request to have this space allocated on a permanent basis.

September 17, 2013 Space Allocation Committee Decision: Extension of temporary allocation to April 30, 2015 is approved.

- 10.2 **March 27 New Request: Aspen Health Centre is expanding and has need for additional space. CK is willing to provide space in CK225.14 and 225.16 for this purpose.**

**March 27, 2014 Space Allocation Committee Decision: This recommendation has been approved.**

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.

12. Science

- 12.1 October 23, 2013 Space Request – Faculty of Science is requesting additional lab support space (with suggestion of RI-540) to house the research team of Dr. Mohan Babu. Further information on this request is provided in ~~Appendix B~~. Note that RI-540 is presently allocated to Dr Gordon Huang. Since this remains a possibility if another option works out, FM has provided a budget for fit-up of this space at approx. \$170k. Science is presently reviewing available funding.

**March 27, 2014 Update: This request has been withdrawn by the Faculty of Science. This item closed.**

- 12.2 **March 27, 2014 New Space Request – Faculty of Science is requesting a dedicated teaching lab for Geology. A presentation on the related requirements was provided by Dr. Daniel Gagnon (see Appendix A). FM will work with the Faculty of Science on possible solutions to this need.**

13. Social Work

- 13.1 June 7, 2013 New Space Request: Social Work is working with Facilities Management to find additional teaching space in Saskatoon to be able to provide distance learning. Room needs to be ready for September 2014 classes. Update to follow.

September 17, 2013 Update: Request is for classroom space with capacity of 70 students, required by September, 2014. Solution must be confirmed by December 2013. Suggested lease of Galaxy Theatre space was not suitable.

**March 27, 2014 Update: A site tour of Saskatoon Innovation Place space is scheduled for Friday March 28 with Nelson Wagner, Lois Adams, Judy White, Pauline Tessier and representatives from Innovation Place.**

14. Student Affairs

- 14.1 March 25, 2013 New Space Request: The UR Guarantee Program and Student Success Centre is requesting a designated minimum 20 seat classroom space for students in the Academic Recovery Program to be piloted in Fall 2013. FM reviewed options with UR Guarantee. Recommendation: Short term - Registrar's Office and UR Guarantee are to find a suitable location within current classroom inventory. Long term – UR Guarantee to review options with Student Affairs on converting some existing instructional space for dual use (possibly RC second floor).

15. UR International

**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.

18. Human Resources

19. Information Services

20. Resource Planning

21. Enterprise Risk Management

**Research:**

22. Graduate Studies and Research

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

23.1 April 23, 2013 New Request. Dr Gordon Huang request of additional Lab space - RI 545 (~~see attached Appendix 'B'~~). A meeting has been scheduled April 23 to review the space requirements of the original CFI request. A recommendation will follow.

June 7, 2013 Update: ORIP, SMS and FM met with Dr Huang to review the space request.

Requirements for the CFI Grant and related model are still in discussion.

November 26, 2013 Update: New request will be forthcoming from Jocelyn Crivea.

**March 27, 2014 Presentation by Dr. Gordon Huang. See Appendix C.**

**March 27, 2014 Space Allocation Committee Decision: The committee has approved Option #1 proposed by Dr. Gordon Huang, subject to the following conditions:**

- **The Space will be allocated to the Vice President – Research for use by the Institute for Energy, Environment and Sustainable Communities (IEESC)**
- **Space will be allocated for a term of 3 years.**
- **Application for renewal of an extended term will be accepted 6 months prior to completion of the 3 year term.**
- **The space included in this allocation is: RI-540, RI-545, RI-445.**
- **Space and access to equipment in these labs will be made available for additional compatible research activities and related funding applications by other Faculties.**

24. Office for Research, Innovation and Partnership

25. University Press

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

27. Centre on Aging and Health

28. Humanities Research Institute

29. Indigenous Peoples Health Research Centre

29.1 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.

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

29.3 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.

30. Prairie Particle Physics Institute

31. Saskatchewan Population and Health Evaluation Research Unit

January 14, 2014 Update: See recommendation in 29.3 above.

32. Canadian Centre for Public Safety and First Responders

32.1 January 14, 2013 Request: This unit recently completed their planning phase and have advanced to funding and implementation. Office space is required for an interim Director and support staff.

33. Office of VP Research

34. Saskatchewan Justice Institute

**Other:**

35. External Relations

35.1 **March 27, 2014 Space Request. This unit is under allocated in its current location in the North Residence. Facilities Management is looking into relocating part of this unit into alternate space.**

36. Presidents Office

36.1 January 14, 2013 Request: The President's Advisory Committee on Art (PACA) has requested temporary space to catalog and store a new sizable donation to the collection. A location near the current vault in the basement of the Gallery building would be preferred. FM reviewed this request with PACA and CCE to find a suitable location. GA014 (presently a dance/movement/multi-purpose room used by the Lifelong Learning Centre) adjacent to the existing PACA storage vault is being recommended. CCE has yet to confirm the activities scheduled for this room can be moved to other locations. This request has been approved, pending confirmation from CCE.

March 25, 2013 Update: The University is still in negotiations with the donor regarding the terms of accepting the collection. CCE has reviewed usage of GA 014 and has requested that an alternate location for PACA be found as this room is use-specific and current programming cannot be accommodated elsewhere.

April 23, 2013 Update: PACA has quantified the staffing and space requirements for managing this potential addition to the collection. Associated budgets have been forwarded to the President's Office for review.

37. CUPE 2419

38. URFA

39. URSU

40. University Club

#### 41. Day Care

- 41.1 October 23, 2013 Information Item: RFP is being drafted for selection of a Consultant to guide the development of the business case for a rental agreement of the existing and new daycares.

#### **External Partners:**

#### 42. Campion College

#### 43. Innovation Place

- 43.1 January 14, 2013 Request: A tenant of Innovation Place, the Mera Group of Companies, has inquired on leasing space in the TDF facility on a month-by-month basis to conduct research. Facilities Management is recommending that the unused space within the TDF be made available for lease on a temporary basis until internal needs have been prioritized. Lease terms will be based on market rates, and will be on a month-by-month duration unless approved otherwise by the Space Allocation Committee. This request has been approved.

March 25, 2013 Update: Lease agreement has been signed. Terms – month to month.

October 23, 2013 Update: Mera Group has requested their lease term be increased to a 6 month renewal.

October 23, 2013 Space Allocation Committee: Extension of lease term on hold pending study of other considerations for the TDF. Lease agreement can continue on a month to month basis.

February 26, 2014 update: In support of their request for a 6 month renewal, Mera Group has provided supporting information as provided in ~~Appendix A~~.

February 26, 2014 Space Allocation Committee Decision: The committee has approved a 6 month extension of the lease to the Mera Group.

#### 44. Canadian Police Research Centre

#### 45. First Nations University

#### 46. UR Student Parent Association

- 44.1 March 27, 2014. Space request for an emergency child care solutions facility to allow students to drop off children for up to 4 hours when short term care is not available. Facilities Management is developing space requirements.**

#### 47. Big Sky Centre for Learning and Being Astonished!

- 47.1 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.**

**Next Space Allocation Meeting: June 20, 2014, 9:00 – 10:30**



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**Faculty of Science*****Memorandum***

Date: March 26, 2014

To: Space Allocation Committee

From: Daniel Gagnon, Dean, Faculty of Science

Re: Geology Teaching Classroom/Laboratory Space

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Please consider this request for a dedicated teaching and dry lab room for Geology. This space should be large enough to accommodate 40 students sitting at tables (for taking classes, but also to allow viewing maps and rock specimens). Having this dedicated room/lab would:

- (1) resolve several serious scheduling problems (such as those we will have next fall) that reduce our teaching quality and effectiveness
- (2) release several classrooms now used by Geology classes
- (3) improve the quality of our teaching, and
- (4) relieve the small labs in CW for use for the multiple sections of GEOL 102.

This new dedicated room would house the maps and specimens that will be used there (in cabinets we could buy, or get from stock already owned by FM, or even as a gift from the SK geological Survey). These resources would be available to those students wanting to study them outside of class hours, for which there are constant requests, as these materials are often part of exams (this study activity would require someone, such as a TA, to be in the room during some scheduled periods outside of class hours).



This request is a top priority for Science and was included in our FY2015 Science budget submission as follows:

Since 2003, Geology Majors have increased from 36 to 145. In response, we have increased the number of lab sessions and students per session. However, our lab space has not increased. Geology courses are best taught by integrating theory with practice (having rock samples and maps in the classroom). The allocation of a dedicated new teaching room/ lab is requested. This would release other classroom space for up to 7 Geology courses (all given in the new allocated room/lab), and would reduce by much the scheduling problems experienced in the past years, and especially with the Fall 2014 schedule.

**REQUEST:** that a combined class/lab for 40 students (sitting at tables, for viewing samples and maps), and housing storage cabinets, be permanently allocated to Geology. Several potentially suitable rooms on campus have been identified.

To: Dr. Daniel Gagnon, Dean, Faculty of Science  
From: Guoxiang Chi, Head, Department of Geology  
Re: Geology Teaching Classroom/Laboratory Space

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As you are aware, the Department of Geology at the University of Regina has experienced unprecedented growth in student enrollment in the last 10 years, with the number of students majoring in Geology increasing from 36 in 2003 to 145 in 2013. As a result of this growth, we have had to increase the number of lab sessions and the number of students per session. However, the amount of lab space has not increased accordingly. Owing to this, many of our labs have had to be taught in various locations across campus, under compromised conditions (e.g., desks too small to lay out maps, lack of access for the storage of rock and fossil collections). In addition, some labs have had to be scheduled in inconvenient, evening time slots.

Geology courses are best taught by integrating theories with practice (e.g., availability of rock samples and maps in the lecture room), but this has become increasingly difficult due to the space limitations. Many of our labs require extended viewing times for students to assimilate the materials and thus they require time outside of the formal lab times to view materials. The lack of space has affected accessibility and limited viewing times for students thus compromising the delivery of our programs. This is even more crucial since Geoscience majors are required by law to be eligible for Professional registration if they wish to be practicing Geoscientists in Canada, and in many jurisdictions around the globe. Thus our program must meet the requirements as set down by the Canadian Geoscience Standards Board and implemented here in Saskatchewan by the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS).

Graduates from the Department of Geology at the University of Regina are known by the Mining and Petroleum industries for their excellent hands-on skills and “rock consciousness”, which is in part attributed to our emphasis on integrated

teaching, including strong lab components in all of our core courses and most upper-level classes. In order to maintain our education quality and student employability, there is an acute need to increase and upgrade our teaching laboratories and facilities. The following is a summary of our teaching labs requests, which we would like to see implemented for use in the Fall semester of 2014.

***A teaching laboratory that can accommodate at least 40 students (proposed location RI 208):***

**Requirements:** A room for at least 40 students, preferably with windows (for better sample examination under Natural light), with rows of lab tables 36 inches wide (for laying out maps and samples), adequate space between and at the end of rows so that instructors can access students, screen and permanent digital projection capabilities (i.e. Smart classroom), cabinets for storing samples and shelves for storing cores on the sides. The preferred room is RI 208, which also has the advantage of being relatively close to our other teaching labs in CW and research labs in LB. Other potential locations include CK185 and CL317.

**Uses of the lab:** The lab will be used for teaching labs of Paleontology (Geol 241), Stratigraphy (Geol 340), Structural Geology (Geol 353 and 453), and Siliciclastic Geology (Geol 414). The room can also be used for lectures in these courses.

**Rationale for the request:** The labs of Geol 241, 340, 353, and 453 are currently being taught in various locations, and the instructors have to transport the samples or maps long distances for each lab session. Also, because the lectures are given in different locations, the integrated teaching approach is limited. Creating this new teaching lab will resolve many of these problems. The Geol 414 laboratory is currently taught in CW209, which will be converted to a microscope and computation lab (see next request item); because Geol 414 labs need to lay out cores and rock specimens on tables, CW209 will no longer be suitable. Based on the very high usage, the creation of the dedicated new teaching lab will not negatively impact the campus-wide space scheduling; rather, it will help reduce the scheduling problems that we have experienced in the past several years.

Presentation to Space Committee, March 27 2014

Current ESL Offices

1. Main administrative offices are in the South Residence 114. Here we have reception/registration and a series of small offices for the Director, Academic Coordinator, Manager of Admin and Finance, Manager of Customized Programs, Homestay Coordinator, Communications and Cultural Affairs Specialist, and 3 CUPE admin support staff.
2. Student Advisor/Counselor is in an office in the Language Institute
3. Three instructor offices in the old wing of the CKHS building, housing 6-7 instructors (typically sessionals) depending on the time of the year. These are quite run down.
4. Two offices on the 4<sup>th</sup> floor of the Ad-Hum building housing four tenured or tenure-track instructors. As a comparison, I note that every Instructor in English in Ad Hum has their own individual office, and indeed as far as I can tell from the Directory, every Sessional Instructor in English has their own individual office.
5. Six offices (plus an open area often used as an office) in the converted hallway of Campion, sharing space with the furnace. No windows whatsoever. 13-15 instructors in this space, always 2-3 (full-time tenured, tenure-track and term) instructors in each office. Average office size is 9' by 16' for 3 people (e.g. 121.3), 7.5' by 11' for 2 people (e.g. 121.7). Office diagrams and photos are attached.

Impact

- When they deal with students, they have no or little privacy.
- When they work on marking or other items requiring privacy, it is hard to concentrate.
- It looks to students, the instructors, and the international partners like ESL is of third-rate importance in the University.
- Ergonomically, the lack of windows and the noise is not good.
- Having non-contiguous space makes it difficult to work together in a program that is highly integrated, collaborative and based on team curriculum design.

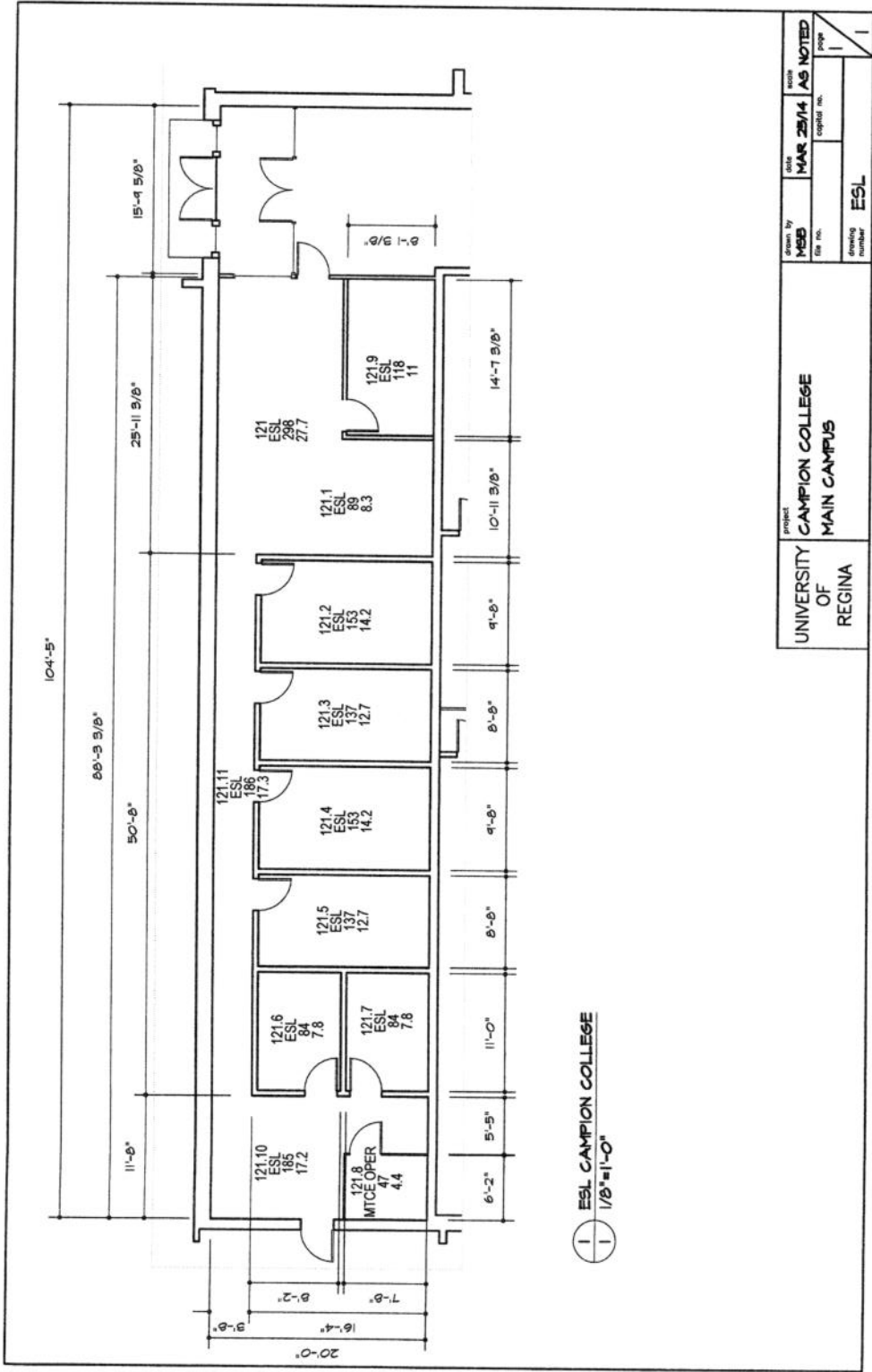
Request

URFA contract, Clause 11.2

The University will make every effort to provide full-time academic staff members with a fully enclosed private office. Sessionals teaching on-campus courses, part-time academic staff, and full-time academic staff who do not require individual offices and who agree to share, may be assigned appropriate shared office space.

Going forward, I would like to work towards

1. Individual offices for permanent ESL instructors. With windows.
2. Contiguous space for at least the instructors, preferably the instructors and the office staff.





## Appendix C - Presentation by Dr. Gordon Huang

**DATE:** March 27, 2014

**TO:** Space Allocation Committee

**FROM:** Dr. Gordon Huang, Executive Director, IEESC

**RE:** Space Request Justification for Huang CFI Approved by VP Research and Dean of Engineering and Applied Sciences

Status quo (Already allocated by SAC)	Option #1 (Required)	Option #2 (Compromise)	Option #3 (Worst)
RIC 540	RIC 545 RIC 445 In addition to already allocated space.	RIC 545 Fire hall In addition to already allocated space.	RIC 445 Fire hall In addition to already allocated space.
<p><u>ISSUE</u> No place to set up majority of \$2.5M equipment from CFI and the Province.</p> <p>-CFI project is \$1,657,181.</p> <p>-Since our request to SAC in April 2013, IEESC was awarded \$910,669 from the Province for equipment.</p> <p>-\$1M in newly purchased equipment is currently in unopened boxes at our existing lab.</p>	<p><u>PROS</u></p> <p>-RIC 545: no renovations required. Lab has been vacant for over 1 year. We can be operational in 1-2 months, depending on vendor availability for setting up specialized equipment.</p> <p>-RIC 445 will contain analytical equipment.</p> <p>-RIC 540 will contain CFI and PTRC pilots. Space will not be used for storage.</p>	<p><u>PROS</u></p> <p>-Same benefits to RIC 545 in Option #1.</p> <p><u>CONS</u></p> <p>-RIC 545 is too small to house all of the equipment.</p> <p>-Fire hall will house equipment that does not fit at RIC, meteorological studies will be performed, and storage of field work equipment.</p> <p>-Fire hall cannot be used for analytical equipment, which have strict requirements for temperature, DI water source, ventilation.</p> <p>-Fire hall dock not secure.</p>	<p><u>PROS</u></p> <p>-RIC 445 already vacated by previous occupant.</p> <p><u>CONS</u></p> <p>-RIC 445 is too small to house all of the equipment.</p> <p>-Same cons to fire hall as Option #2.</p>
<p><b><u>IMPACT</u></b> Without sufficient space, IEESC has experienced: (1) delays in finalizing the award with CFI, (2) delays in initiating our projects because we have not been able to finalize the dimensions of the pilot chamber, and (3) a decline in research productivity. Since the end of January 2014 our graduate students and researchers cannot carry out some of their research due to a lack of space at our existing lab, which is fully occupied by \$1M in newly purchased equipment. Further delays will lead to negative results regarding the performance of equipment, service from vendor (for free installation and training), warranty, etc.</p>			

### Footprint:

For details on the footprint, equipment items with dimensions, and a proposed floor plan, please refer to IEESC's submission to SAC dated October 1, 2013.

### Benefits:

The VP Research and the Dean of Engineering and Applied Sciences support the options presented in this proposal. Option #1 will provide access an established high-end laboratory space at UofR to support world-class researchers, increase the quality and quantity of our research activity and student collaboration, and increase the profile of UofR graduate students and enrolment and the impact of our research and facilitate new research initiatives and opportunities for mutual benefit.

### Summary:

- 1) Huang was awarded \$1,657,181 (CFI, November 2012) and \$910,669 (Province of Saskatchewan, March 2013.) The total amount of equipment is valued at over \$2.5 million.
- 2) RIC 540 can only accommodate a pilot urban and watershed simulation chamber for the CFI (cost: approximately \$100,000.) **The remaining \$2.4-million equipment from CFI and the Province needs more space.**
- 3) Request: RIC 545 + RIC 445, in addition to the space already allocated by SAC.