



Space Allocation Committee

Meeting Minutes

3:00 p.m. October 3, 2011

Room: AH527

In Attendance:

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

Guests:

Ron Niekamp – Space Analysis, Programming & Planning (Consultant)
Alex Buehler – Manager – Campus Planning and Design
Darcy Strinholm – Campus Planner
Mike Baril – Campus Planner

Meeting Agenda:

- A. Facilities Update - 5 minutes
- B. Space Analysis Presentation – 25 minutes
- C. Review updates/requests received from University Leadership Team – 30 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.
- An in-camera discussion took place regarding a possible allocation that is presently confidential. An addendum to these minutes will be issued on this item once the proper due diligence and discussions have taken place.

A. Facilities Update

1. Student Housing Expansion – **October 3, 2011 Update: The University is awaiting confirmation of the requested government contribution.**
2. Campus Master Plan Update - **October 3, 2011 Update: See Annex A**
3. College Avenue Campus Advisory Committee - **October 3, 2011 Update: Advisory Committee continues to explore possibilities for partnership opportunities.**
4. 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.

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.
- 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.

2. Business Administration
3. Centre for Continuing Education
4. Centre for Teaching and Learning

4.1 October 3, 2011 Update - Room CW113 was formerly allocated to the Teaching Development Centre. TDC has now been moved to Library 6th Floor, and CW113 has been allocated to Conference Services. This item closed.

5. Education
6. Engineering

6.1 March 8, 2011 New request - Liming Dai has requested research space. Engineering will accept shared space with FM in TD109 (formerly occupied by Dena McMartin).

March 8, 2011 Space Allocation Committee has approved this temporary allocation to Engineering.

June 30 2011 Update: Suggested space is not acceptable. Recommend allocation of a portion of RI436. This space is part of a presently unassigned area within the RIC building. Original intent for this space was Lab Support, but this need has not arisen to date based on the neighboring lab activities. A minor renovation (estimated at \$20k) will be required to properly isolate this space for use by Liming Dai.

June 30, 2011 Space Allocation Committee: This recommendation is approved.

October 3, 2011 Update: Liming Dai has elected to use the originally recommended space in TD109. This will be a one year term effective October 1, 2011.

October 3, 2011 Space Allocation Committee decision: This recommendation is approved based on a 1 year term. This item closed.

6.2 June, 2011 - New request - Engineering is requesting that RI436 be used to temporarily house M. Eng. grad students. This space is presently unallocated and is a suitable temporary use, but is not best-use of this space. Engineering has been notified that the space would be re-purposed to Lab space if that need arises. Recommend temporary one-year allocation effective October 1, 2011.

October 3, 2011 Space Allocation Committee decision: This item is not approved.

Additional support information is required from Engineering, detailing current allocation and usage of grad student space.

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.

11. Library

12. Nursing

13. Science

14. Social Work

15. Student Affairs

- 15.1 **October 3, 2011: As per Item 4.1, Room CW113 was formerly allocated to the Teaching Development Centre. TDC has now been moved to Library 6th Floor, and CW113 is allocated to Conference Services. This item closed.**

16. UR International

- 16.1 November 8, 2010: Request for student lounge. AVP met with FM to discuss requirements.
March 8, 2011 Update: Exploring options in CW Level 1. (see Appendix 'A' Item 8).
March 8, 2011 Space Allocation Committee – Item to be explored further with Registrar and UR International prior to allocation decision.
June 30, 2011 Update: Student Affairs advised that CW116 is Aboriginal Student Office, and has no intention to relocate. This recommendation is therefore modified to propose allocation of CW115 only to UR International .
June 30, 2011 Space Allocation Committee: This recommendation is approved.

Administration:

17. Facilities Management

18. Financial Services

19. Human Resources

October 3, 2011 – Update: Request for a training room facility. This request is to address a space shortfall in their training program requirements.

October 3, 2011 Space Allocation Committee: This request will be satisfied through the allocation of CW113 to Conference Services. This item closed.

20. Information Services

21. Resource Planning

22. Enterprise Risk Management

Research:

23. Graduate Studies and Research

24. Office of Energy and Environment

- 24.1 **October 3, 2011 – The Centre for Sustainable Communities, Office of Energy and Environment, and Centre for Studies on Energy and Environment will be consolidated under the new Institute for Energy, Environment and Sustainable Communities. Current space requirements are being evaluated.**

25. Office of Research Services

- 25.1 **October 3, 2011 Update: The President's Office in consultation with ORS has recommended consolidation of ORS and UILO. Space requirement for this consolidation to be met by expansion of the present ORS office space into the Student Study Space in RI108 (transferring rooms RI108.4, RI108.5, RI108.6). The existing UILO office space in 2R will be temporarily used as swing space to accommodate the Financial Services renovations scheduled for October, 2011 through March, 2012. After this time, the University may terminate lease of this space in 2R.**
- October 3, 2011 Space Allocation Committee: This recommendation is approved. This item closed.**

26. University/Industry Liaison

- 26.1 **October 3, 2011 Update: See item 25.1 above.**

27. Canadian Plains Research Centre

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

29. Centre for Studies on Energy and Environment

- 29.1 **October 3, 2011 – See item 24.1.**

30. Centre for Sustainable Communities

- 30.1 **October 3, 2011 – See item 24.1.**

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

37. Presidents Office

38. CUPE 2419

39. URFA

40. URSU

41. University Club

External Partners:

42.0 Campion College

42.1 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.

December 20, 2010 Update. For information – FM searched through the agreement records and reported that the Campion College space currently occupied by the U of R is in fact owned by the U of R.

March 8, 2011 Update: Transfer of ownership to Campion College, if approved, cannot occur until new space is found elsewhere on campus for current occupants.

June 30, 2011 Update: Campion College has requested valuation of space. Cost implication to the University is approximately \$2M to create alternate space.

43. Innovation Place

44. National Research Council

45. Canadian Police Research Centre

46. First Nations University

47. 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 18th 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.

Next Space Allocation Meeting: 9:30 a.m., November 21, 2011

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Annex A

Subject: Campus Master Plan - Update

The final document is complete and can be viewed on the Campus Master Plan website at:
<http://www.uregina.ca/physplnt/masterplan/>

Communications Plan:

The launch of the University of Regina “Campus in the Park” Master Plan will take place in early October 2011. Planned activities include:

- Announcement of the Campus Master Plan via email broadcast, and direct email to Senate, Executive Council, Alumni and all participants in committees, stakeholder meetings, workshops and public forums, indicating highlights of the plan, and the link to the full document on the U of R website; and,
- Delivery of hard copy of the plan to key stakeholders including Board of Governors, University Leadership Team, Provincial Representatives, URSU, Federated Colleges, Wascana Centre Authority, Innovation Place, City of Regina, and SIAST.

Follow Up:

There are a number of further studies that will be undertaken to support the Campus Master Plan vision and initiate the implementation portion of the Campus Master Plan overall process.

1. Space Utilization Strategy

A Space Study was prepared as part of the Technical Analysis for the Campus Master Plan. General findings of the Space Study as requested by the Board are provided in the Plan on page 41. The general findings of 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.

2. Infrastructure Plan

Also part of the Campus Master Plan Technical Analysis, a broad look at the capacity of the existing utility infrastructure was performed to examine potential constraints to development on the campus. This next phase of the Infrastructure Plan will examine in detail the capacities and expansion strategies of the existing systems (electrical, steam, chilled water, domestic water, drainage) to accommodate campus growth. The study work commenced in July 2011, and will be presented to Finance and Facilities on February 7, 2012.

3. Way-Finding Strategy

A comprehensive signage, lighting and mapping strategy should be developed in addition to the way-finding mechanisms identified in the Campus Master Plan. A comprehensive internal and external signage strategy should include the identification of buildings, open spaces, streets, key destinations, and campus facilities and services such as transit and parking. In conjunction, an online way-finding map and a physical way-finding map should be developed that can be accessed via the University web site. Further information is provided in the Campus Master Plan, page 120. The study commences September 1, 2011 and will be presented to Finance and Facilities on June 17, 2012.

4. Comprehensive Housing Strategy

A Comprehensive Housing Strategy should be created for the University. The strategy should define opportunities to increase and diversify housing on campus that will attract a wider variety of users and define a critical mass to create a year-round community presence, and support year-round amenities and services for the campus and surrounding community. The study will start September 1, 2012 and will be presented to Finance and Facilities in the Spring of 2013.

5. Landscape/Open Space Strategy

A Detailed Open Space Strategy is recommended to further enhance the Open Space Framework and to provide guidance in terms of use and programming of all of the campus open spaces. The Detailed Open Space Strategy should identify particularly how primary open spaces such as the Athletic Plaza, the Dr. Lloyd Barber Academic Green, the large Residential Quads, and the North Campus Ceremonial Green can be optimized in terms of use and programming, and how these spaces can be attractive locally and regionally. The study will start September 1, 2012 and will be presented to Finance and Facilities in Spring of 2013.

6. Programming Strategy

A Programming Strategy should be created to support some of the key ideas that evolved throughout the planning process. Some of the key strategies include:

- creating an Office for Sustainability to actively lead in sustainable design, environmental stewardship, and community development, and make sustainability visible throughout the campus;
- augmenting the social gathering places so that they are attractive and animated and provide social opportunities and amenities;
- creating a program that encourages other modes of transportation on campus such as car pooling and cycling, as well as other incentives to discourage the sole use of the car

Some of these, such as advancing Sustainability have already commenced through the creation of an Advisory Committee. Further studies will start September 1, 2012 and will be presented to Finance and Facilities in Spring, 2013.

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Annex B

Subject: Campus Space Analysis – Introduction of team , approach and planned outcomes.

Agenda

- Ron Niekamp – Introduction space analyst/advisor for space study (Resume attached as Annex B-1)
- Space Review – Space utilization, allocation, accountability.... what does this all mean? (Sample Space Matrix from U of S attached as Annex B-2).
- "Space entitlement" or "space allocation requirement". Understanding, use and application of these terms for space management purposes.
- Identification current and future academic programs/organizations/departments/units.
- Methodologies – Data required for analysis will consist of :
 1. Classroom information showing courses, section, term, enrolments, hrs/wk and rooms/capacity assigned, for example:

▪ Biol 110-02	T1T2	123	3.5	212 (cap = 350)	Biology Bldg
▪ Biol 110-04	T1T2	123	3.5	212 (cap = 350)	Biology Bldg
▪ Biol 110-06	T1T2	123	3.5	212 (cap = 350)	Biology Bldg
 2. Teaching lab information showing courses, section, enrolments, hrs/wk and rooms/capacity assigned, for example:

▪ Biol 110-02 P1	T1T2	35	4.5	215 (cap = 60)	Biology Bldg
▪ Biol 110-02 P2	T1T2	25	4.5	215 (cap = 60)	Biology Bldg
▪ Biol 110-02 P3	T1T2	15	4.5	215 (cap = 60)	Biology Bldg
 3. Personnel - List personnel, by organization/unit, position and job title, requiring office space or similar type of space. Indicate if space is required to be adjacent to other specific personnel or function.
 4. Library holdings in equivalent volumes; current vs. projected; use of or opportunities for compact or high density storage.
 5. Inspection of buildings/spaces, organizational/functional adjacencies.
 6. Space management principles for ensuring effective utilization (Sample Space Management Principles from U of S attached as Annex B-3).
- Deliverables
 1. Space analysis [Excel] report (similar to 1997 U of R Space review) identifying space shortage/surplus. A written report will be included identifying space utilization where improvements or changes are being recommended to be made. Factors such as including quality and availability of space will be included.
 2. Results of classroom utilization vs availability and what is the optimum classroom size distribution required? Time-slot utilization and impact on classroom usage.
 3. Results of teaching lab utilization/scheduling.
 4. What functions can coexist to increase levels of space utilization?
 5. A U of R campus space profile (Sample Attached as Annex B-4).

Profile

Ron Niekamp, Bachelor of Arts – Economics (Commerce) 1976

After graduation, I began my lengthy career at the University of Saskatchewan in 1977 as a space planning analyst until retirement in 2010 as director of space management and planning. I was a principle resource person and point of contact within the University and for the University with the Provincial Government in the facilitation of many capital project proposals for approval; the Academic Health Sciences Project is my major achievement in total comprehensive planning. During my career, I successfully implemented many features of best practices currently used for space management and planning. Space policies, space allocation and utilization guidelines were all developed by me that are currently used at the University of Saskatchewan and for use at the University of Regina. These practices are of an interdisciplinary nature that is used for the justification of space for allocation including minor and major capital projects. The practices include: interpretation of programming or need for space, analytics of space utilization, functionality of space including engineering systems of space and finally, tactful but diplomatic negotiations of space allocation to ensure accountability of space use. A successful project, therefore, integrates these practices that establish a capital project noteworthy of maximum space utilization (without compromising functionality) and minimizing risk in capital and operating costs.

Below is a lengthy list of successful major projects that demonstrate my skills and achievements.

Planning of Major Projects

Major Projects	Project Cost (in million \$\$)	Roles-Responsibilities
A) Planning-analysis & design development (approved or completed)		
Geological Sciences	\$36	provided planning-analysis & design development
Animal Resources Centre	\$4	provided planning-analysis & design development
Administration Building	\$8	provided planning-analysis & design development
Toxicology Research Centre	\$4	provided planning-analysis & design development
Livestock Research Building	\$1	provided planning-analysis & design development
John Mitchell Building Renovations (Drama)	\$2	provided planning-analysis & design development

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Annex B-1

Agriculture (incl 6th floor expansion)	\$101	provided planning-analysis & design development
Edwards School of Business (PCS Centre)	\$7	provided planning-analysis & design development
Kinesiology	\$35	provided planning-analysis & design development; mentored Cam Ewart
VIDO Expansion	\$17	provided planning-analysis; mentored Cam Ewart
Canadian Light Source	\$275	provided planning-analysis
Thorvaldson (Spinks)	\$43	provided planning-analysis; mentored Cam Ewart
WCVM Expansion	\$76	provided planning-analysis; mentored Cam Ewart
Aquatics Toxicology	\$10	provided planning assistance for Darlene Machibroda
Law Expansion	\$16	provided planning-analysis; mentored Trevor Robertson & Chris Bergen
Feed Technology Research Centre	\$13	provided planning assistance for Darlene Machibroda
INTERVAC	\$140	provided planning assistance for Cam Ewart
Place Riel Expansion	\$28	provided planning assistance for Colin Hartl
Academic Health Sciences	\$400	provided planning-analysis & design development; mentored Chris Bergen & Trevor Robertson
Core Area Revitalization	\$16	provided planning & analysis assistance for Trevor Robertson; mentored Trevor Robertson & Rea Carlson
SERF, General Purpose Bldg-Expansion	\$2	Provided planning-analysis & design development; assisted Cam Ewart on SERF.
<i>subtotal</i>	\$1,233	
<i>B) Pre-planning (projects pending approval)</i>		
Engineering Building (pre-planning)	\$95	provided planning assistance for Trevor Robertson
Emmanuel & St. Chad Resid. (re-use)	\$17	provided planning assistance for Rea Carlson
AHS Post Project (re-use of Thorvaldson space)	\$10	provided planning assistance for Chris Bergen, Trevor Robertson & Rea Carlson
Murray Bldg In-fill and Space Utilization/Reallocation	\$6	provided planning assistance for Rea Carlson & Andrew Wallace
Farmstead (LRB Expansion & bldg re-use and/or demolition)	\$2	provided planning assistance for Rea Carlson
<i>subtotal</i>	\$130	
<i>Total A) + B)</i>	\$1,362	

Annex B-2: Sample Space Matrix from U of S - Current Roles and Responsibilities -- 2009

Space		Space Mangement & Planning	Integrated Planning Office	Corporate Administration	Overview/Comments
Policies		P	S	C	Corporate Admin is responsible for the implementation of University Policy through Policy Advisory Committee
General Policy		P	S	I	Identify the roles and responsibilities of space and set up other Space Management Policies
Classroom and Common Space		P	S	I	Identify the Classroom and Common Space policy
Office and Research Lab		P	S	I	Identify Office and Research Space Allocation and Utilization Policy
Instructional Lab		P	S	I	Identify the Instructional Lab Policy
Utilization Policy		P	S	I	Identify the acceptable usage of space and function
Allocation Guidelines		P	S		Allocation of space is calculated based on space standards and design guidelines and the complement and enrolment plan to determine the individual need of each unit and the summation of those individual needs into University need.
Space Standards		P	S		Based on utilization, design and functional requirements and building code
Complement Plan		S	P		Based on current and forecasted staff
Enrolment Plan		S	P		Based on current and forecasted student enrolment
Assignment (Insite Database)		X	C		Assignment of space is a database documentation of allocation describing function, use, area and type of space
Analysis/Utilization/Audit		S	S	I	Physical audit and evaluation of current utilization; recommends and implements corrective measures such as re-design, increase in programming or reallocation.
X	exclusive responsibility				
P	primary responsibility				
S	secondary responsibility				
C	consultive (no responsibility)				
I	inform - we only inform				

Annex B-2: Sample Space Matrix from U of S - Current Roles and Responsibilities -- 2009

	Space Management & Planning	Integrated Planning Office	Corporate Administration	Overview/Comments
Management & Planning				
Design Standards	X	C		Control of project scope through University Design Standards Manual and Building Code
Project Development	X	C		Control of project scope through documentation and negotiation of room and building requirements according to utilization and design standards
Land Use Standards	P	S	S	Permits, development (zoning) and Master Plan functions for the University of Saskatchewan
Institutional Planning (Priority)	C	X	I	Identification and prioritization of academic and administrative programs to be met through the allocation of buildings and land.
Space Management & Planning	P	S	S	Management and planning is the physical assignment of resources or license to use and the stewardship of space not directly controlled by any one group. Weekly meeting to discuss allocation strategy between FMD and IPO
Temporary	P	S		Interim Space - finite time
Short Term	P	S		Interim Space - non finite time
Long Term	P	S		Permanent Assignment
Reallocation	P	S		Provost is final voice on reallocation of space on campus. FMD provide information on utilization and audit, IPO on priority and funding to Provost.
Classroom and Common Space	P	S		Managing of classrooms and common spaces (corridors, stairwells, and any other unassigned spaces).
Liquor	X	C	C	Approval of liquor event spaces on campus including location, licensing and capacity.
Space Data	X	C	C	Cumulative space data for every unit on campus including assignment and deficit/surplus and providing this data.
Leases	S	S	P	IPO and FMD must be at a minimum consulted on lease of space within campus
Land Lease	S	S	P	IPO and FMD must be at a minimum consulted on lease of land
Minor Capital Program (Facilities Management Division)				
Various minor capital funded programs	X	S		Management and imlemention of various minor capital programs
Adaptation	S	X		Adaptation of space to accommodate program or functional changes
Major Capital Program (Development)	S	S	C	Primary responsibility is with PCIP.
X	exclusive responsibility			
P	primary responsibility			
S	secondary responsibility			
C	consultive (no responsibility)			
I	inform - we only inform			

Space Management & Planning (SMP)

Space Management & Planning is responsible for the management and planning of University lands and buildings through processes of analysis, audit, allocation/reallocation and master plan.

Integrated Planning Office (IPO)

Integrated Planning Office provides institutional priority for the allocation of resources (operating & capital funding) to accommodate academic and administrative programs.

Provost Committee on Integrated Planning (PCIP)

Provost Committee on Integrated Planning provides confirmation of faculty, staff and program changes and approval of operating and capital funding to accommodate programs and development of major capital projects.

Corporate Administration

An institutional resource providing services to academic and administrative units across campus and assisting them to achieve their goals. It also

**Guiding Principles For
Space Management and Operations of Academic Health Sciences Facilities
DRAFT**

- 1) Classroom
 - a. Priority #1 allocation will be to accommodate health science programs.
 - b. Priority # 2 will be to accommodate other University programs.
 - c. Room Scheduling Office has the responsibility for the central scheduling/coordination of classroom spaces. U of S room scheduling policies will be applied to effectively meet room usage and seat utilization standards.
 - d. Curricula/timetables to be reviewed by AHS Facilities Manager in consultation with individual health science units before timetable/scheduling submissions are made to Room Scheduling Office... for maximum coordination and scheduling efficiency.
- 2) Teaching Labs
 - a. Clinical Learning Resources Centre will be managed by the CLRC Manager.
 - b. All other teaching labs will be timetabled/scheduled in accordance with their programs and coordinated through the AHS Facilities Manager to ensure effective space utilization.
 - c. U of S utilization standards will be applied to all teaching labs.
- 3) Research Labs
 - a. Categories for weighing space allocation
 - i. Recruitment, retention, retirement
 - ii. Active research program
 - iii. Decreasing research program
 - iv. No funding (pending research funding)
 - v. No funding expected
 - vi. Biomedical research, Social-Population research, Clinical research.
 - b. Allocation Criteria
 - i. Use of a space allocation formula for determination of space needs, for example: 'x' \$\$\$ (res. funds) + 'y' res. Staff = 'z' m2 (or lineal bench space).
 - ii. Performance/productivity.
 - iii. Career opportunity/development.
 - iv. Dry (research labs) such as project rooms used for social/population research to be managed by scheduling software for the duration of the project/research grant.
 - v. Equipment (type and amount): shared (common grants); individual; maintenance and operations.
 - vi. Location: D-wing (biomedical), E-wing (social/population), B-wing (biomedical) and Royal University Hospital (clinical)
 - vii. Other Specialized Research

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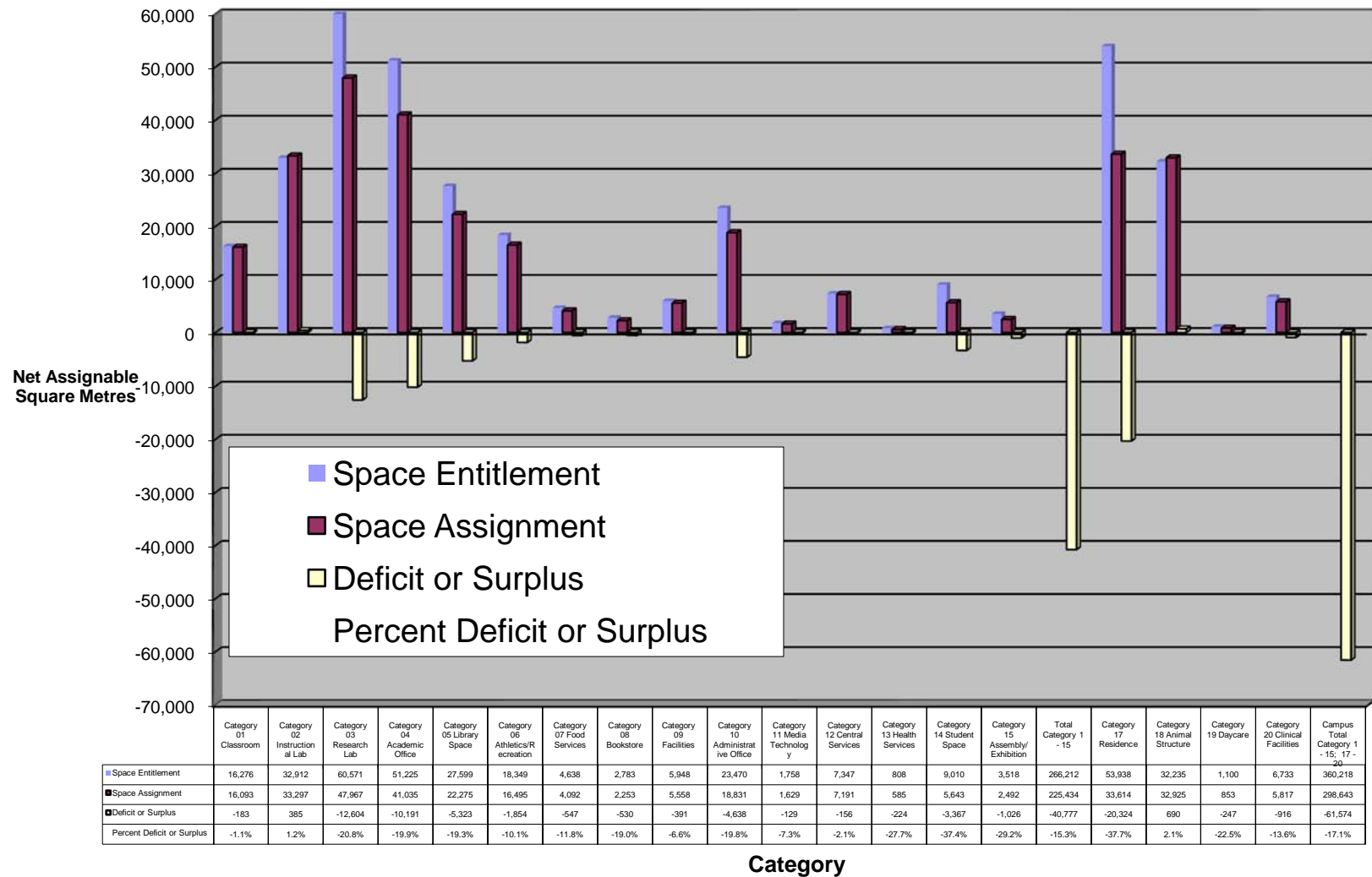
Annex B-3: Sample Space Management Principles from U of S

- c. D-wing will have lab manager assigned to each floor to manage research operations and space utilization.
 - d. Animal Space -- availability and protocol approval; user fee as determined by Animal Care Committee.
 - e. Other Specialized Spaces -- use of specialized equipment (e.g. mass spec) and user fee;
 - f. Clinical Patient Research (SHR space) – clinical researchers; review/coordination by AVP Health Research.**
- 4) Academic Office
- a. Individual office allocation for faculty and faculty-like, Canada Research Chair(s)
 - b. Shared office allocation for non-health science faculty or faculty-like persons participating in research projects, post doctoral fellows, visiting scientists, sessionals/lecturers and administrative appointments
 - c. Secretarial/clerical – open landscaped office
 - d. Administrative -- open landscaped office unless managerial/advisory
 - e. Research Technicians -- utilize laboratory write-up space designed as part of the research labs
 - f. Graduates – combination of shared office and/or hotelling office/locker space and
 - g. Professor emeritus -- shared office only if teaching or has research grants
 - h. Community based programs -- shared office space
- 5) Administrative Office
- a. Deans and Associate/Assistant Deans – individual office
 - b. Secretarial/clerical -- open landscaped office
 - c. Administrative -- open landscaped office unless managerial/advisory responsibilities

Roles and Responsibilities – Management and Operations

- Council of Health Sciences Deans – defines the operations and all criteria/rules for allocation.
- Chief Operating Officer – reporting Council of Health Sciences Deans, is responsible for management of resources and operations.
- Facilities Manager, IT/Media Manager, Stores Manager and Clinical Learning Resources Manager report to Chief Operating Officer.
- Interprofessional Health Sciences Officer – reports to Council of Health Sciences Deans; supports work of Council on internal and external course agreements, faculty development and advances collaborative efforts.
- Student Commons (MUMPS – **m**edical **u**nited **m**eeting **p**lace for students) Managed by AHS Students Council and AHS Facilities Manager

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 Annex B-4: Sample Space Profile



1. Based upon current initiatives, programs and planning parameters
2. Excludes any proposed changes not yet approved (CRC Chairs etc.)

12/3/2009