



## Space Allocation Committee

### Meeting Minutes

March 9, 2012, 2:30 – 4:30

Room: AH527

#### In Attendance:

Dave Button – Vice President (Administration)

Thomas Chase – Provost and Vice President (Academic)

Nelson Wagner - Associate Vice President (Facilities Management)

John Metcalfe – Registrar

Neil Paskewitz – Director – Planning, Design & Construction

#### 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.

#### A. Facilities Update

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

### 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 finding 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.**

## 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.**

## 2. Business Administration

2.1 November 21, 2011 Request: Business Admin has growing faculty office requirements. The first step to address this involves conversion of existing grad student space. Next step will require decommissioning Classroom ED542. Consultation with the Registrar's Office indicates that this classroom is well used by the RO, therefore alternative options are being explored.

2.2 January 12, 2012 Update – With no alternative options, FM recommends that ED542 (classroom that holds 20-24 students) be converted to Grad Student space.

January 12, 2012 Space Allocation Committee Decision: Approved.

**March 9, 2012 Update: Timing for the transition from Classroom Space to Grad Student Space to be coordinated with the Registrar. Post meeting – The Registrar has confirmed that the space will become available September 1, 2012. This item closed.**

## 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: Dena McMartin has requested a space swap to consolidate her research activities. She presently occupies RI445, plus has some equipment in TD103. She requests assignment of RI439 to accommodate her grad student and research requirements. November 21, 2011 Space Allocation Committee Decision: This request is on hold pending further study.

January 12, 2012 Update: A meeting and tour took place January 4, 2012 with Dennis Fitzpatrick, Paitoon Tontiwachwuthikul, and Dena McMartin to review space requirements. Key benefits to the space swap:

- Consolidates lab activities and equipment at one location.
- Risk mitigation - all students in a single, supervised laboratory space easily accessed and monitored by PR and Security personnel; all equipment and supplies in a single space (no more transportation of materials in private vehicles from TDF to RIC)

- All students in a single space builds more cohesion in research, more efficient problem solving within the group, development of a team, and a safer work environment when they feel like part of a team watching out for each other.

FM is recommending allocation of RI439 to Engineering for use by Dena McMartin. RI445 will be removed from the inventory of space allocated to Faculty of Engineering, and will be classified as unallocated space.

January 12, 2012 Space Allocation Committee Decision: Approved.

**March 9, 2012 Update: A project has been opened for development of RI439. Funding for the renovation work will be provided by Engineering. RI445 will become unallocated space as of Fall 2012. This item closed.**

6.2 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.**

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.

10.2 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.

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 **March 9, 2012 Space Request: In the Space Allocation September 17, 2009, Peter Leavitt was allocated lab and office space within the 5<sup>th</sup> floor of RIC. Science is requesting that this space be expanded to include two additional offices (RI522 and RI523) to accommodate visiting scholars.**

**March 9, 2012 Space Allocation Committee Decision: Allocation of RI522 and RI523 is approved.**

14. Social Work

15. Student Affairs

15.1 November 21, 2011 Update: Exploring options for the Aboriginal Student Centre. The Provost/VP Academic is initiating a discussion with the group and stakeholders to set a new vision for the centre. Once this is established, FM will explore options to meet the space requirements.

January 12, 2012 Update: Allocation of alternate space for the Aboriginal Student Centre is on hold pending further discussion.

**March 9, 2012 Update: Facilities Management has met with staff and representatives of the Aboriginal Student Centre and have established the requirements for an expanded**

**and improved facility. Scenarios for the proposed location will be presented to the Space Allocation Committee for review.**

- 15.2 March 9, 2012 New request: Requirements for a dining hall in support of the new residence precinct must be established. This requirement study must commence asap.**

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

- 20.1 January 12, 2012 New Space Change-of-Function Request – Information Services has requested that ED137 (approx. 1100 Sq Ft) – Screening Room C be converted to office space. This space is presently assigned to IS, and bookings are managed through IS and not the Registrar or Conference Services.

January 12, 2012 Space Allocation Committee Decision: The use of Screening Room C for Information Services offices is approved on a temporary basis. Minimal modifications of the space will be permitted, as the space may revert to classroom use based on future requirements.

**March 9, 2012 Space Re-allocation Request: Information Services has relinquished the space formerly occupied by Print Services in ED185.2 (Student Lounge area). This space will be included in a redevelopment of the Student Lounge in 2012-2013. FM is requesting re-allocation of this space from IS to Student Lounge/Study Space.**

**March 9, 2012 Space Allocation Committee Decision: Allocation is approved. This item closed.**

21. Resource Planning

22. Enterprise Risk Management

**Research:**

23. Graduate Studies and Research

24. Institute for Energy, Environment and Sustainable Communities

- 24.1 November 21, 2011 Update: FM Planning has completed a program space assessment which was approved by Bob Schad and Gordon Huang. Preliminary design is progress. Additional lease space of 200 Sq. Ft. will be required. This additional space has been approved by Innovation Place.

January 12, 2012 Update: As a clarification, the UILO space is not required after the temporary use by Financial Services, and the lease will be terminated.

**March 9, 2012 Update: The final design concept has been approved with a resulting increase in leased space requirement of 120 Sq. Ft. This item is closed.**

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.**

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: Representatives from the *Big Sky Centre for Learning and Being Astonished* met with President Timmons to inform of the program and express interest in developing a presence on the U of R campus. The request would involve space for 4 researchers, with furnished space that will accommodate quadrapalegic individuals and related attendants. It would be ideal if the program space is highly visible. There is a possible partnership with *Campus for All* and *the Centre for Student Accessibility* (presently on second floor RC). March 9, 2012 Space Allocation Committee Decision: the U of R is unable to accommodate this request at this time due to a shortage of space on campus.**

- 34.2 **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.**

35. CUPE 2419

36. URFA

37. URSU

38. 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.

**March 9, 2012 Update: Campion has engaged P3 Architecture to complete a facility assessment and schematic design report for their existing facility. Further discussions on possible transfer of ownership of corridor space may take place as a result of recommendations of this study. This item closed.**

### 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 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

**Next Space Allocation Meeting: April 16, 2012, 3:30 p.m.**