



# University of Toronto

OFFICE OF THE VICE-PROVOST, SPACE AND FACILITIES PLANNING

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## **FOR INFORMATION:**

TO: Planning and Budget Committee

SPONSOR: Ron Venter, Vice-Provost, Space and Facilities Planning  
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DATE: November 30, 2004 for December 7<sup>th</sup>, 2004.

AGENDA ITEM: 11

## **ITEM IDENTIFICATION:**

Assessment of the Central Administration Space Requirements

## **JURISDICTIONAL INFORMATION:**

Under the Policy on Capital Planning and Capital Projects, section 5.A, the membership and terms of reference of Project Committees shall be reported to the Planning and Budget Committee.

## **BACKGROUND:**

In 1998-99 the full-time student FTE was 43,340. In 2003-04 this number has grown to 55,763, or an increase of 28.7%. During this same period central administration has also grown but not at the same rate. In 1998-99 the full-time FTE for central administration staff was 632.77. In 2003-04 this number was 772.45 or an increase of 22.1%. As the demands on the Presidential and Vice-Presidential portfolios have changed, each portfolio has attempted to address its space needs within the physical and financial restrictions that currently exist.

The offices of senior administrators of the University of Toronto at the Presidential & Vice-Presidential level are located in Simcoe Hall. It is clear that Simcoe Hall space is at a premium. During the past decade, as the demand for services to address the needs of a growing University community has increased, many activities within the Vice-Presidential portfolios have been allocated space within the corners of Simcoe Hall resulting in inadequate working conditions, unsatisfactory environments and difficulties with the infrastructure, most notably the ventilation and air quality. Rather than continue to deal with space requirements on an *ad hoc* basis, it is timely and appropriate to examine the space requirements of each portfolio in a comprehensive manner and thus to plan and facilitate the delivery of the collective central administrative services both internal and external to the confines of Simcoe Hall. This will include identifying the elements within each of the portfolios that need to be located in Simcoe Hall and those elements that can be located elsewhere without the loss of any operational efficiency.

## **COMMITTEE MEMBERSHIP REPRESENTATION FOR 2004:**

Suggested Committee structure:

Professor Ron Venter	Vice-Provost, Space and Facilities Planning [Co- Chair]
Dr. Beata Fitzpatrick	Director, Office of the President & Assistant Vice-President [Co-Chair]
Mr. Louis Charpentier	Secretary, Governing Council
Professor Safwat Zaky	Vice-Provost, Planning & Budget
Professor John Challis	Vice-President, Research & Associate Provost
Dr. Jon Dellandrea	Vice-President & Chief Advancement Officer
Ms Rosie Parnass	Quality of Work Life Advisor & Special Assistant to the Vice-President, Human Resources & Equity
Ms Catherine Riggall	Vice-President, Business Affairs
Professor Carolyn Tuohy	Vice-President, Government & Institutional Relations
Professor Ray Cummins	Chair, Academic Board
tba	Business Board
Ms. Stepanka Elias	Campus and Facilities Planning
Mr. Ron Swail	Acting Assistant Vice President, Facilities and Services
Mr. Julian Binks	Capital Projects
Mr. Eugene Siciunas	Communications
Ms. Françoise Ko	Graduate Student Representative
Mr. Stefan Neata	Undergraduate Student Representative

During the on-going deliberations of the Project Planning Committee, it is anticipated that the Committee will extend invitations to experts in security and the electronic networking communication environments to participate in selected meetings to fully address the terms of reference.

## **TERMS OF REFERENCE:**

1. Identify and locate all space assigned to each of the senior administrative portfolios at the presidential and vice-presidential level, including the Secretariat of the Governing Council, within and outside of Simcoe Hall.
2. Recommend those services [and space] within each portfolio that should operate from within Simcoe Hall.
3. Recommend a plan and the space allocation that addresses the space requirements of each portfolio to be accommodated within Simcoe Hall for the short- and long-term.
4. Recommend on shared file storage facilities within the Simcoe Hall for all portfolios.
5. Make recommendations regarding security issues and electronic networking communications required for the Simcoe Hall.
6. Make recommendations regarding those activities presently within Simcoe Hall that could be located elsewhere on campus.
7. Recommend on alternate location(s) that could be used to accommodate administrative services outside of Simcoe Hall.
8. Identify the capital cost of each relocation project and make recommendations on the phasing of each project.
9. Identify all deferred maintenance issues that would be addressed within this project.
10. Identify all proposed sources of funding.
11. Report by March, 2005.

