



University of Toronto

Office of the Assistant Vice-President, Campus and Facilities Planning

FOR INFORMATION:

TO: Planning and Budget Committee

SPONSOR: Elizabeth Sisam, Assistant Vice-President Campus and Facilities Planning

CONTACT INFORMATION: 416-978-5515; avp.space@utoronto.ca

DATE: August 30, 2007 for September 18, 2007

AGENDA ITEM: 11

Project Planning Committee for Administrative Offices, Faculty of Applied Science & Engineering, Galbraith Building, St. George Campus.

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:

The administrative functions and services within the Faculty of Applied Science and Engineering have increased in recent years as a result of undergraduate enrolments, administrative changes to programmes and promotional activities, as well as expanded responsibilities for graduate programs and research initiatives.

Because of expansion, the physical infrastructure and accommodations within the Dean's Administrative Offices, including the Registrar's Office, which incorporates the Admissions section, are now inadequate. At present, the offices of Vice-Deans, Associate Deans, other key portfolios and their respective staff complement are distributed throughout the FASE buildings. The intent is to consolidate space in the Galbraith Building, the administrative centre for the Faculty, so that *all* administrative activities for the faculty administration can be fully integrated.

This project committee will identify the comprehensive requirements of the Administrative Offices and include improvements to the interior courtyard planned to interface with these offices and improve the working environment within the planned renovation.

PROPOSED COMMITTEE MEMBERSHIP:

Ms. Catherine Gagne (Chair)	Chief Administrative Officer, Faculty of Applied Science & Engineering
Mr. Bill Yasui	Facilities Planner, Campus and Facilities Planning
Prof. Brenda McCabe	Associate Dean Graduate Studies, FASE*
Ms. Barbara McCann	Registrar, FASE*
Mr. Julian Binks	Manager, Project Planning, Capital Projects [alternate Mr. Nick Zouravlioff]
Prof. Ron Venter	Professor Emeritus, FASE*
Ms. Gloria Bryan	Space Co-ordinator, FASE
Mr. Alan Poon	Summer Student, Capital Projects
Ms Alaina Legrou	Student Member, President, Engineering Society
Mr. Veiko Parming	Student Member, Dept of Civil Engineering
Mr. George Missios	VP Student Life, Engineering Society

*FASE: Faculty of Applied Science & Engineering

TERMS OF REFERENCE:

1. Determine a space programme to accommodate the Office of the Dean, Vice Deans, Associate Deans, Chair of First Year Studies and their respective administrative staff complements, and the Registrar's Office including the Admissions section in the Faculty of Applied Science & Engineering.
2. Demonstrate that the proposed space programmes take into account the Council of Ontario Universities' and the University's own space standards.
3. Determine a functional layout of the space required that can be accommodated in the space presently occupied by the Dean's Offices, the Registrar's Admission Offices and other adjacent space.
4. Plan to realize maximum flexibility of space to permit future reallocation as programme needs change.
5. Include in the plan, the removal of all asbestos and other hazardous material from all areas that are to be included in the newly consolidated space.
6. Identify all secondary effects to this renovation project and related resource implications.
7. Identify all temporary accommodation that will be required to house all employees during the construction phase of the project.
8. Identify all equipment and moveable furnishings necessary to the project and their estimated cost.
9. Recommend a schedule to complete each of the two components of the project, and identify phasing of the project if necessary for implementation.
10. Identify all resource implications of the proposal, including a preliminary estimate of the total project cost and any projected increases to the annual operating budget.
11. Report by September 30th, 2007.