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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: September 5<sup>th</sup>, 2002 for September 17<sup>th</sup>, 2002

AGENDA ITEM: **Item 7.7**

**ITEM IDENTIFICATION:**

Project Committee for the Expansion of the Rotman Building

**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 & Budget Committee.

**BACKGROUND:**

A Project Committee is being established to address the immediate space requirements of the Rotman School of Management consistent with approved academic plans and the future objectives of the School. Specifically there is a need to address office accommodation for faculty members and instructors related to the expanded activities of the MBA and Ph.D programs within the School. It is expected that the office accommodation will be added to the fourth and fifth floors of the existing building.

The School has already explored the feasibility of this expansion with the original architects of the Rotman building, Zeidler Roberts Partnership, and it is anticipated that further consultation will be required to prepare an accurate cost estimate necessary for the Project Planning Report.

**PROJECT COMMITTEE MEMBERSHIP:**

Peter Pauly, Rotman School of Management  
Brian Silverman, Rotman School of Management  
Mary-Ellen Yeomans, Rotman School of Management  
Charlotte Warren MBA student, Rotman School of Management  
Ovidiu Dan-Galeatanu Ph.D. student, Rotman School of Management  
Julian Binks, Capital Projects  
Jennifer Adams, Campus & Facilities Planning

**TERMS OF REFERENCE:**

The Project Committee must address the following terms:

1. Identify the demand for additional academic office space necessitated by enrolment growth within the Rotman School of Management.
2. Demonstrate that the proposed space program, essentially all office type accommodation, will be consistent with the Council of Ontario University's space standards. This will require some assessment of all existing and additional office accommodations in relation to the total personnel complements.
3. Identify all secondary effects, including the space reallocations, temporary effects of construction, and impact on the delivery of academic programs during construction.
4. Consult with the Food Services Ancillary should any change in food services be anticipated.
5. Identify equipment and movable furnishings necessary to the project and their estimated cost.
6. Identify all resource implications, including a preliminary estimate of capital costs, and projected increases to the annual operating costs for the Rotman School of Management as a result of this project.
7. Identify a funding plan for capital and operating costs.
8. Report by November 30, 2002 or as soon as possible.