



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: April 29 for May 14, 2008

AGENDA ITEM: 11(d)

Student and Registrarial Services Project Planning Committee

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 Student Life division has undergone a significant period of review with the purpose of enhancing the student experience by: improving access, ensuring continuity, improving communication, increasing efficiency and effectiveness and reaching out to communities across the University. The implementation of many of the recommendations will introduce new services, expand existing services, reconfigure others, and promote collaboration amongst services which will benefit from co-location.

There is also a need to review space requirements and locations for a number of the divisions reporting to the Vice-Provost, Students. These include Admissions and Awards, International Student Exchange (ISXO), and the services within the Student Life division.

Admissions and Awards is currently located at 315 Bloor St West. ISXO and the majority of the Student Life services are within the Koffler Student Services Building at 214 College St. With new construction planned for the northeast sector at 100 Devonshire Place (Site 12), there is an opportunity to consider how and where on campus the array of services provided to students, the rest of the community, and the public, would best be located.

PROPOSED COMMITTEE MEMBERSHIP:

Lucy Fromowitz, Assistant Vice President, Student Life
Victor Likwornik, Psychiatrist-in-Chief, Psychiatric Services
Yvonne Rodney, Director, Career Services
Janice Martin, Director, Accessibility Services
Karel Swift, University Registrar
Merike Rimmel, Assist University Registrar and Director of Admissions
Miranda Cheng, Director, International Student Exchange
Professor R. Halpern, Principal, New College
Professor S. Stevenson, Vice Dean, Students, Faculty of Arts & Science
Professor G. Allen, Vice Dean, Undergraduate Studies, Faculty of Applied Science & Engineering
Jennifer Adams Peffer, Office of the AVP Campus and Facilities Planning
Julian Binks, Manager Design, Capital Projects
Ron Swail, AVP, Facilities and Services
President UTSU
President, GSU
President, APUS

TERMS OF REFERENCE:

1. Make recommendations for a detailed space program indicating how space and facilities should be organized, identifying portions of these divisions that will remain in their existing locations and those that will be relocated.
2. Demonstrate that the proposed space programs will take in account the council of Ontario Universities and the University's own space standards.
3. Identify facilities that will be vacated by the proposed relocation and that can be reassigned for other university activities.
4. Identify all equipment and furnishings that will be required for the project.
5. Identify requirements for networking and other electronic and data communications.
6. Provide a total project cost estimate identifying all resource implications including a projected increase to the annual operating cost for the university.
7. Identify all sources of proposed funding for this project.
8. Report by September 2008.