



MEMO

From the office of the...

Space Allocation and Audit Committee

TO: Executive Board
FROM: Anna D'Angela, Chair
SUBJECT: Motion for Campus Events/AVTEK and SCSN Move
DATE: March 10, 2014

Hello Members of Executive Board,

For those of you that don't know, I struck the Space Allocation and Audit Committee this year to review and finalize any space recommendations put forward by the 2012-2013 Chair as well as consider new recommendations. Normally, this committee only operates every 3 years when a Space Audit is conducted however there were some actionable items put forward that were important to consider.

The committee members met three times over these past few months to discuss the recommendations and possible new allocations. After this process, the committee is recommending a move that we believe will improve the functioning of our Campus Events department.

The following moves would occur, effective May 1:

- Move Campus Events from MUSC B109 to MUSC B108
- Move SCSN from MUSC B108 to MUSC 201F (The Committee Room).
Once the 88 Forsyth project is complete, SCSN would move in to space allocated for them in this project.

Based off of conversations with Al Legault (Campus Events Director) as well as reviewing the document submitted in the 2012-2013 Space Audit, there is literally very little space to allow for the number of people who are employed or volunteer with Campus Events (and AVTEK) to work. Multiple employees are sharing single desk spaces. We believe that this move is critical and beneficial for various reasons:

- It recognizes the growing nature of this department as well as the diverse needs of both Campus Events and AVTEK
- It will provide the staff/volunteers of each of these services with more room to function while still respecting the close connection that these two services must have

- Provides Campus Events a separate space to be used to communicate with campus and community partners as well as potential clients.

For SCSN, the University has affirmed their ownership of 88 Forsyth. Proposed plans for this space include an SCSN Office, making it closer to the OCRC and SOCS. A move for SCSN in to the Committee Room is temporary until any and all updates to the property can occur. Moreover, given the move by SCSN this year towards a greater programming focus, a different office space should not hinder their functioning. As well, they will still be located relatively close to the OCRC and SOCS (a mere elevator ride away).

The committee unanimously supports this decision and encourages EB to approve this move.

Should you have any questions, please do not hesitate to ask.

Regards,

Anna