



MEMO

From the office of the...

Vice-President Finance

TO: Full Members of the Corporation
FROM: Daniel D'Angela
SUBJECT: Compass Renovations
DATE: October 9, 2015

Dear Members of the Corporation,

Hope you are all doing well. At SRA 15B, the Full Members approved a \$45,000 MSU capital allocation to Compass for renovations in conjunction with a \$60,000 SLEF contribution. Since its opening in 2002, Compass has not had a large leasehold capital improvement. It has not invested significant amounts into improving the space both functionally and aesthetically. It is within a reasonable time for investment into the service. These changes are needed for the following reasons.

- **Expand the staff work area to ease congestion:** Currently, the desk is overwhelmed due to the small work area behind the desk. It is currently too small to accommodate demand and inventory that is sold.
- **Desk Layout/Cupboards:** The cupboards in place that house the equipment are too small for the equipment currently used at the desk, and thereby limit the services we are able to provide. Also, many of the cupboards are broken and are off the hinges and require immediate attention.
- **Security:** These renovations would address many of the security concerns at Compass and provide a completely secure space, with security card access at point of entry. This will address many of the gaps in controls.
- **AODA Compliance:** The renovations would ensure that Compass is AODA compliant. The renovations would include a barrier free customer service counter to accommodate accessibility concerns.
- **Improve Service Delivery:** This change would make the desk run more efficiently and increase service delivery. An open-concept desk re-design will improve overall functionality of the space and thereby impact the line-ups experienced. During high peak times and popular ticket events, we will have the option of opening additional customer service stations.
- **Creating a more welcoming desk:** Compass has a key location in MUSC. With such a central spot, we should invest in making a flagship for students, and make a very visible information desk that is open and accessible.
- The new design will allow for future growth, flexibility for placement of equipment, open concept for equipment and accessibility, open (visible) customer service area, and security of contents. Factors considered in the re-design were accessible access, a welcoming user friendly service, timeliness and efficiency of service.

This originally was sufficient to cover the costs of the renovations. However, in the summer, our subcontractors for millwork came back and quoted us from \$47,000 to \$60,000. This increase, as well as some other smaller increases and incorporating taxes and contingency means, that to get the original plans that were expected before will cost an additional \$36,000 in capital allocations. This involves,

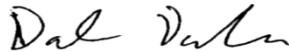
\$13,000 increases for Millwork, and additional increases security card access, and incorporating taxes and contingency.

With this increase, the MSU's contribution for this project would be \$81,000, and the total project cost coming in at \$141,000. This has necessitated a discussion, in my opinion with the SRA on what direction they want to see for the Compass renovations. This presents a two options that the SRA can choose to continue this project.

1. Allocate **\$36,000** towards Compass renovations. This would complete the Compass renovations at 100% of what was originally planned. That would address all the concerns stated above by the
2. Leave the allocation at its **current level**. This will mean that Compass will be able to invest the current MSU and SLEF contribution, but not solve many issues with the desk. In future years the MSU can evaluate future phases of enhancements to Compass

Thank you for having this conversation, and please feel free to ask me any questions.

Sincerely,



Daniel D'Angela
Vice President (Finance)
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