

**September 7, 2006**

**To: Vancouver Senate**  
**From: Academic Building Needs Committee**  
**Subject: Revised role and operation of committee**

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At the May 2006 meeting, Senate approved the motion that the Academic Building Needs Committee undertake a review of its role and operations and report to Senate no later than the September 2006 meeting. This document provides that report.

### **Background**

In recent years, the Senate Academic Building Needs Committee (SABNC) has operated as a part of the President's Property & Planning Advisory Committee (PPPAC). In addition to the members of SABNC, the voting members of PPPAC include six AVPs, the Directors of seven units (e.g, Plant Operations), and a representative of each Faculty. In addition, about six professional staff are nonvoting members of PPPAC.

PPPAC's main business has been consultation on development proposals seeking "Board 1" approval, which is approval of the project in principle, the location (choice of building site), and the donor agreement (if there is one).

### **New Role and Operation of Committee**

There are two aspects to the new role and operation of the SABNC. The first is an increased influence on project specific development approvals, while the second aspect is a greater involvement in "big picture" issues of how all current and upcoming building projects impact academic resources. These two items are discussed separately below.

#### ***New Development Proposals***

The Executive has recently developed new procedures for approval of major capital projects (G.A. Mackie, May 24, 2006). These changes coincide with a simplification of the Board of Governors' process. The first two stages of approval ("Executives 1 and 2") are similar to the former Executive approval process, while "Executive 3" effectively replaces the former "Board 1." Input and approval of the SABNC will now be required prior to both "Executive 2" and "Executive 3."

The information required for "Executive 1" approval that will be provided to the SABNC prior to "Executive 2" approval includes a letter of intent that specifies: the purpose of the project; the academic needs that will be met; an estimate of the magnitude of a building or major renovation; approximate timelines; and broader contextual issues.

Information required for "Executive 2" approval that will be provided to the SABNC prior to "Executive 3" approval includes: the preferred site and compliance with the Campus Plan, project size and scope including the associated academic program (e.g.,

FTE growth), project costs including operating costs (e.g., building maintenance at APPA level 2), source of funds, implementation issues (e.g., swing space), and a description of how the project meets the criteria in *“The Prioritization of Academic Capital Projects at the University of British Columbia: Context and Process.”*

In the new approval process, the SABNC will be providing input and approval at two separate steps. This is significant as in the past, PPPAC (and by inclusionary membership SABNC) has been asked to approve a new project within minutes of it being first introduced. Also, as described above, much more information will be provided to SABNC than has been provided to PPPAC in the past.

The SABNC will be discussing at the upcoming meetings exactly how it will operate within this new Executive approval process (e.g., will SABNC continue to attend PPPAC meetings?) in order to ensure it has a strong “voice.”

### ***Impact of Building Projects on Academic Resource***

At the May 2006 meeting, Senate approved a fifth terms of reference for the Academic Building Needs Committee as follows:

*“5. To report annually to Senate on the status of building projects, on their impact on the teaching and academic resource, and on the Committee’s role in the capital project approval process.”*

In order to prepare an annual report to Senate on the impact of all current and upcoming building projects on the teaching and academic resources of the university, the SABNC will need to take a “big picture” look at issues, which is something the committee has not been involved in to date. In addition to meetings held to discuss specific project proposals as described above, the committee will need to hold a number of meetings each year to discuss “big picture” issues such as the Campus Plan.

### **Ongoing Changes to Committee’s Role and Operation**

The fifth terms of reference approved at the May 2006 Senate meeting requires that the annual report from the SABNC include information on “the Committee’s role in the capital project approval process.” This new requirement will ensure that there will be ongoing discussions on this topic at future Senate meetings.

Respectfully submitted,

Perry Adebar  
Chair, Senate Academic Building Committee