

## Space Planning Committee Membership and Guidelines

The Provost and Vice-President, Academic or delegate shall be the Space Planning Committee Chair. The Office of Space Management, Facility Services, shall serve as Secretary to the Committee without vote.

<p><b>Voting Members (2021-2022):</b></p>	<p><i>Acting Provost and Vice-President, Academic</i> Dr. Patti Weir (Chair)</p> <p><i>Vice-President, Research and Innovation</i> Dr. Michael Siu</p> <p><i>Vice-President, Human Resources</i> Ms. Rita LaCivita</p> <p><i>Acting Vice-President, Finance and Operations</i> Ms. Sandra Aversa</p> <p><i>Associate Vice-President, Operations</i> Ms. Anna Kirby</p> <p><i>University Librarian</i> Mr. Pascal Calarco</p> <p><i>Executive Director, Information Technology Services</i> Mr. Ryan Kenney</p> <p><i>Executive Director, Campus Services</i> Mr. David McEwan</p> <p><i>Director, Planning, Renovation and Construction</i> Mr. Colin McLellan</p> <p><i>Acting Registrar</i> Ms. Lorraine Grondin</p> <p><i>Student Representation</i> One representative chosen by the UWSA, GSS, OPUS</p>
<p><b>Ex Officio:</b></p>	<p><i>President and Vice-Chancellor</i> Dr. Robert Gordon</p>
<p><b>Resource:</b></p>	<p><i>Office of Space Planning and Management</i> Ms. Heather Cantin, Space Management Assistant</p> <p><i>Manager, Facility Planning, Renovations, and Construction</i> Mr. Dan Castellan</p>

## **Committee Guidelines**

1. There will be regular meetings that are announced with five days' notice unless urgent circumstances exist.
2. Whenever possible, requests made to the Committee will be provided to the Committee at least five days prior to the scheduled Committee meeting.
3. Space requests shall follow the online template available on the Space Management website at <http://www1.uwindsor.ca/facilityservices/space-management-office>.
4. The recommendations of the Committee will be based on complete applications.
5. Minutes of the meeting will be kept. The Minutes shall include recommendations and the reasons supporting them. The reasons shall be consistent with the policy.
6. The Secretary will ensure that all information from the requesting party is included in the presentations to the Committee.