



# MEMO

*From the office of the...*

## Associate Vice-President Internal Governance

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TO: SRA Assembly Members  
 FROM: Armin Sariaslani - Associate Vice-President: Internal Governance  
 SUBJECT: Space Allocation and Audit Committee Operating Policy  
 DATE: September 6, 2021

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Dear Members of the Assembly,

The following changes are proposed to clarify and update the Space Allocation and Audit Committee (SpAAC) Operating Policy to ensure consistency in the vocabulary and sentence structure utilized throughout the policy. Furthermore, the criteria for the parameters that shall be investigated by the committee during an audit have been updated to ensure that the audit is comprehensive and covers new parameters such as privacy and technology.

Section	Current	Proposed	Explanation
1.1	To conduct audits of MSU spaces in order to make record the usage of the space and to make recommendations based on audit results to the Executive Board;	To conduct audits of MSU spaces to record the usage of the space and to make recommendations based on the audit results to the Executive Board;	More concise.
1.4	If, as a result of an extreme situation, an MSU office space is rendered unworkable, the Space Allocation and Audit Committee must locate a suitable and temporary location If possible, with the location to be ratified by the Executive	If, as a result of an extreme situation, an MSU office space is rendered unworkable, the Space Allocation and Audit Committee (SpAAC) must locate a suitable and temporary location If possible. The location must be ratified by the	<ul style="list-style-type: none"> <li>- Run-On sentence replaced with two separate sentences.</li> <li>- The acronym</li> </ul>

	Board at the earliest possible date.	Executive Board at the earliest possible date.	(SpAAC) defined, and this acronym is used to replace the full name of the committee through the document
3.5	<p>3.1 The criteria which shall be measured by the Space Allocation and Audit Committee during the audit period shall be:</p> <p>3.1.1 Efficiency of office setup</p> <p>3.1.2 Service space requirements</p> <p>3.1.3 Storage space</p> <p>3.1.4 Other MSU space concerns as</p>	<p>3.2 The criteria which shall be measured by the SpAAC during the audit period shall be:</p> <p>3.2.1 Size and location</p> <p>3.2.2 Accessibility</p> <p>3.2.3 Storage space</p> <p>3.2.4 Technology</p> <p>3.2.5 Optimization, design and architecture</p> <p>3.2.6 Privacy</p> <p>3.2.7 Maintenance</p>	<p>The list of the parameter that SpAAC will be measuring in their audit have been update to ensure that the report is comprehensive. For instance, the IG committee felt the need for technology of a space to be assessed especially due to MSU's reliance on computer-based services. Furthermore,</p>

	<p>necessary</p> <p>3.1.5 Effective use of leasehold improvements</p>	<p>3.2.8 Other MSU space concerns as necessary</p> <p>3.2.9 Effective use of leasehold improvements</p>	<p>Accessibility and Privacy were also added to the list of the criteria for the report. The list of these new items was adapted from the comprehensive report published by the committee in the 2020-21 school year.</p>
3.3	Space Audits shall begin no later than October 1st of the year in which they are conducted and be finished by no later than November 30th of the same year;	Space Audits shall begin no later than October 1st of the year in which they are conducted and be finished and submitted to the Executive Board by no later than November 30th of the same year;	Setting a deadline for the submission of the report to the executive board.

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,  
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