

### Meeting Notes

#### University Space & Facilities Advisory Committee

**MEETING LOCATION:** SBS\_405

**MEETING TIME:** 1:00-2:30AM, Friday, November 09, 2018

**PRESENT:** Josh Callahan, TC Comet, Randy Davis, Doug Dawes, Mike Fisher, Holly Martel, Dave Nakamura, Jeanne Rynne, Steve St. Onge, Dale Oliver, Liz Whitchurch (notes)

**NOT PRESENT:** Kyleigh Becker, Kristen Stegeman-Gould, Bella Gray, Diana Lopez, Genevieve Marchand

#### 1. Review & Approve September 14 & September 28, 2018 Meeting Notes

- a. Still need to get the Facility Scheduling Group (FSG) together – Liz will set this **ASAP**.
- b. Facilities Use Subcommittee (FUS) – Should there be a president's office representative named as a member?
  - i. Agreed: We should have a President's Office representative on USFAC.
  - ii. Agreed: We should have an athletics person on FUS. Potentially the President's office could appoint someone from Athletics to be part of USFAC and that person would also be part of this Facilities Use Subcommittee. **Doug will reach out to the President's Office.**

#### 2. AY1819 USFAC Details

- a. Membership - 2 year term

#### 3. USFAC Subcommittees

- a. Landscape Working Group – no updates
  - i. No pending issues, but there might be updates needed about trees being taken down.
  - ii. Need to meet about once a semester.
  - iii. Question – discussion about replacing the broken signage for conifers? Department-funded and Facilities does this. We are missing a list of broken/broken signage at the base of the trees. Some are missing mounting, some are missing the name-plate. We can produce in-house.
- b. Naming Committee –
  - i. **Doug will work with Craig Wruck to 1) get community member and 2) charge and potential policy update**
- c. Facility Scheduling Subcommittee
  - i. To be sun-setted?
  - ii. **Liz will set up this meeting per Jeanne's request**
- d. Facilities Use Subcommittee
  - i. **Liz will set up this meeting per Jeanne's request**

- e. Vacated Space Subcommittee – Report out by Mike.
- i. We don't have the model in place to document space analysis and how that relates to physical or academic plan.
  - ii. We have draft a principles of space reallocation. Includes prioritization matrix that is based on the Cabinet priorities for FM Projects
  - iii. How do we involve the campus at large – we are looking to solicit call for proposals from division leadership, and those would be driven from requests from department filtered by MBU. We have a model for project calls from older processes (long gone). We are looking to leverage the single-form that's already created to get the vacated space group
  - iv. Is the Facilities Use Subcommittee redundant to the Vacated Space Subcommittee?
    - There is clear overlap, but vacated space subcommittee is a temporary committee tasked with addressing Football space reallocation.
    - The Facilities Use Subcommittee is more permanent in nature and is tasked with discussion broader space/facility use philosophy.
  - v. When do we think the group can kick off the solicitation for use of Football space? There is anxiety around campus around when people can start asking for use of this space.
    - We'd like to get the solicitation out at the beginning of Spring 2019.
    - Get draft of deliverables and timeline done prior to 12/12/18.
    - Then it should travel up to URPC and then Senate. Cabinet will also know by that time. Holly will work with group to put a timeline out by end of January.
    - Football use will probably be done by June. Mike will need to talk to Duncan to understand what Athletics has planned for the entire area. Could use older Athletics Space report as a starting point. Include a topic for Duncan – there could be vandalism when people take "souvenirs".
    - Overlay the timeline and list of space that will be vacated.

#### 4. Ongoing Space Management Topics

- a. **Monthly Vacated Space Summary (September)** – None to report
- b. **Monthly Capacity Change Summary (September)** – None to report
- c. **Monthly Space Reallocation Requests (September)**
  - i. Reallocation of NR\_108 from Forestry to ESM
  - ii. ESM requested more office and teaching space
    - Point of order question – the request for ESM space should be vetted through MBU and then Division before it comes to USFAC.
  - iii. NR\_224 – Look for utilization space data in the report. Will revisit how to report this space (Department-controlled, or General University) at the next USFAC meeting. The goal will be to maintain real data in FacilitiesLink/SFDB that's useful to the CO and reflects reality.
- d. **Monthly Space Use Change Summary (September)**
  - i. NR\_108 – More to come with report
  - ii. SH\_211 Dean of Students Office remodel
    - Meeting with VPs about this was canceled – still want to discuss.

- Steve thought it was approved and they should add a wall. Christine was going to reach out to FM to see how this would move forward.
- Was there an analysis looking at another solution – swapping space? No.
- How did this become a top priority? This was put into the Prioritization Matrix and it wasn't very high in the portfolio, and we have tried to schedule. We are trying to alleviate pressure building around the possibility of a hire being delayed because this decision is not yet made.
- Remember that USFAC is a collection of people from areas on campus. We want to this conversation to open communications around campus.
- What's the official stance right now on why FM has not yet started this project? The project is on hold for a swap instead of construction. The hire is not on hold. **Steve please communicate with Wayne this. Holly will work to come up with intermediate steps.**
- Wayne is paying for the rebuild. But it's not just the one-time construction that we need to consider. We also need to consider if this will prompt deconstruction at a future date, as a window-less room might not be preferred for broader uses.

## 5. Other Space Management Issues

- a. Update on Space Policy Implementation plan and Space Services Request webform for campus use – Fall 2018
  - i. Liz demo's current webform and discuss ITS Project proposal and timeline for roll-out
    - Pushed to next time
  - ii. Finalize draft form of implementation plan for publication on USFAC website – referenced in the roll-out of the space services request form.
    - Point was made that new space might need to be focused on a little more.
    - This is an iterative process, and there may be things to change in the future, so it might not be perfect now.
    - We are using this now on the Vacated Space Subcommittee. The idea is that we capture vacated space by means of reporting through the operational document – webform. They will have to coordinate moves through the webform, and this will give us more visibility.
    - Changed "approved by the leads" to "acknowledged by".
    - Brief discussion on the "newly constructed space"
    - Draft approved as final version. Remove "Draft" watermark.
- b. Cost Recovery – FM
  - i. **Liz to put on google sheet – have Cost Recovery Policy discussion during November focused group USFAC meeting.**
  - ii. Holly asked to add caveat when resources are not available, CR decisions can be based on priorities. This will be included in the focused group meeting.

6. **Master Plan Update** - No update

7. **Capital Outlay Plan** - No update

#### **FUTURE AGENDA ITEMS**

- Classroom issues – 1) Rules around scheduling academically classified space first before nonacademic space (UC & RWC); 2) All-campus classroom maintenance/refresh financial responsibility; 3) Furniture misuse, movement between classrooms and outside; 4) Role of USFAC in opening up Department-controlled spaces to all-campus use on 25Live.
- Building Coordinators & Building Open Times
- Private Use Reporting & Research Space Tracking
- Formalization of our Mural approval process and guidelines
- Space Type Definitions
- Space Use Calculations
- Space Utilization Models – ASF/FTE Model and the Station Count Model
- Extension of FM Project prioritization process to include horizontal priorities

#### **ATTACHMENTS & LINKS**

- October 12 Meeting Minutes
- Vacated Space Subcommittee Charge & Membership
- Draft Space Policy Implementation Document
- FM Cost Recovery Policy

**REMINDER- Next Focused USFAC meeting November 30, 2018, 1:00-2:00PM, SBS\_405. Next Full USFAC meeting is December 14, 2018, 1:00-2:30PM, SBS\_405.**