

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:00AM, Friday, January 11, 2019

PRESENT: Randy Davis, Mike Fisher, Genevieve Marchand, Dave Nakamura, Jeanne Rynne, Dale Oliver, Steve St. Onge, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Kyleigh Becker, Josh Callahan, TC Comet, Doug Dawes, Bella Gray, Diana Lopez, Holly Martel

1. Time Certain 1:00 Building Coordinators – Guest Kim Comet

- a. An overview of the current Building Coordinator role will be compared to current Building Evacuation Team members. Kim Comet will provide feedback on a proposed road forward for updating the BC role.

1. History of the role was provided by Liz and Kim.
2. There are some duties that need to be re-thought for this role.
3. Building Coordinator meeting in the works – Jeanne, Dave, Kim,
4. Liz to send everyone a copy of the Building Coordinator duties and suggested solutions.

2. November 30, 2018 Meeting Notes – Focused meeting re: FM Cost Recovery Draft Policy

- a. Summarize primary concerns identified by those present at this meeting
- b. Discuss next steps
 1. Need to focus in on this again.
 2. Need applied examples
 3. But we also need to look at it more globally – comprehensibly.
 4. Need examples on other CR policies in CSUs
 5. Financial impacts of these decisions? We can give our best approach to this, but it won't be ideal. This should be included in the next meeting
 6. Jan 25th will be set at the meeting discuss this again.
- c. Approve meeting minutes (**postpone approvals**)

3. AY1819 USFAC Details

- a. Welcome Duncan Robins – President's Office appointment
- b. One or two-year terms for appointed USFAC positions – Update from Mary Watson: 1 Year Appointments.
- c. URPC meetings will overlap with USFAC after spring break, similar to what happened after Thanksgiving. Should we try to reschedule USFAC meeting times after Spring break to compensate? Bring your calendars.

1. Liz to slide it 1 week.

4. USFAC Subcommittees

- a. Landscape Working Group – Update from TC
 - a. Jeanne’s the chair. No meeting yet. She will call a meeting when needed.
 - b. So far, we have not had a major tree issue on campus. Redwood tree disintegrated by the library, but was taken care of.
 - c. There will be a variety of projects in the near future that they will keep everyone informed.
- b. Naming Committee
 - a. Craig Wruck agreed to review the charge and membership of the committee, which meets on an as-needed basis.
 - b. He was open to the idea of including two new staff support members – MarCom Creative Director and Planning, Design & Construction Director.
 - c. Doug will follow up with Craig to set a timeline.
 - d. Will look into the plaque for SH second floor Econ. Liz will dig into notes to decide who’s court that ball is in. There is some concern regarding naming rooms. Does this become an ECON room forever? How long is the name valid? Money for maintenance? Kristen & Mike were tasked with looking into this. The Naming Policy will be revisited with Kristen, Mike, and the rest of the Naming Committee. Kristen, Mike will set up a meeting to work on this. Duncan offered services as support person.
 - e. Will put this on the next full meeting for Kristen and Mike to report back.
- c. Sports Facilities Scheduling Committee – Update from Jeanne
 - a. Jeanne met with the committee with the task to sunset the committee. TC volunteered to summarize the work of the committee because there were some additional issues to address.
 - b. TC – The existing Facilities scheduling committee needs to have a clear definition of the 4 outstanding issues that need more work. The Scheduling Committee would like to finish these, or some assurance that a new group will address these things. TC will send these out soon. Loosely, they center around: 1) Scheduling conflicts or differences in how things are scheduled within Athletics and KA interior spaces (classrooms/labs). This is a high priority for this group. 2) Events – For KA, Athletics, and Rec Sports areas, is the concept of “hosting” appropriate? Do we have stewards of the facility for particular events? 3) When infrastructure/assets need to be replaced in shared areas, who is responsible for paying for it? 4) Desire for clarification for rules of use if it’s UC or State space for indoor space.
 - c. Need to know how long the group thinks it will take to address these concerns. TC will ask this question to the group, and report back to Full USFAC meeting in February. The expectation of USFAC is that the group will do what they can to resolve the remaining issues by the end of the semester. Recommendations from this group will be reported at the end of the semester.
- d. Facilities Use Group - Update from Jeanne (see attached draft charge)
 - a. Charge is approved with modifications. Liz will post on website and Jeanne will schedule next meeting.
- e. Vacated Space Working Group – Update from Mike

- a. Goals – Develop some principles and process to evaluate vacated space. Focus on vacated space at FGYM related to football space best use in the future. We will be putting out a call to evaluate ideas for use of that space.
- b. Mike will set up next meeting with the subcommittee to design the timing of the call the mechanism for submission.
- c. Duncan would like the space to be defined that was “football” space. How is vacated space defined? Space that was assigned to other sports was usurped by football. Is that space included in the “vacated space”? Mike will meet with Duncan to get a feel for what space will be included in the call.
- d. Membership (Working Group of the USFAC) - Holly, Steve, Dale, Liz, Mike, Bella
- e. All work done by working groups will be fully vetted by the USFAC. USFAC will have final say in the format of these documents.
- f. Suggestion to bring multiple disciplines, including Athletics as an early trial of the form and rubric looking at Vacated space.
- g. Question of any spaces that need to be secured? Athletics is currently “cleaning” up the spaces. Need to keep football space active (no lockdown yet).
- h. Timeline for the process? Committee will meet to discuss this. Mike will report back in the next full USFAC meeting. Liz will send space documents to Duncan to inform about space policy, implementation plan, and services request form.

5. Space Management Issues

- a. **Monthly Vacated Space Summary (November/December)**
 1. None to report
- b. **Monthly Capacity Change Summary (November/December)**
 1. None to report
- c. **Monthly Space Reallocation Requests (November/December)**
 1. None to report
- d. **Monthly Space Use Change Summary (November/December)**
 1. Space audits completed for NR, FR, and SH. Reports to follow.
 - i. Brief summary of Space Issues relating to NR. What is the USFAC’s role in addressing these issues?
 - ii. OAA will address some of the NR issues. Others will be handled as they come.
 - iii. Liz will report back about the webform in the next full meeting.

6. The rest of the agenda will be taken up at the next meeting.

FUTURE AGENDA ITEMS

- Possible USFAC role in the conversation about Department controlled teaching spaces vs. All Campus Lecture spaces.
- Classroom furniture issues
- SFDB Space type definitions
- Space Use Calculations
- Physical Master Plan Update
- IAPB – Review proposed process and discuss role of USFAC within that framework
- Private Use Reporting & Research Space Tracking
- Formalization of our Mural approval process and guidelines

- Space Utilization Models – ASF/FTE Model and the Station Count Model
- Extension of FM Project prioritization process to include horizontal priorities

ATTACHMENTS & LINKS

- Building Coordinator current list of duties ([FM Website](#))
- Facilities Use Group Subcommittee Draft Charge
- November 30, 2018 Minutes (Special meeting to discuss FM Cost Recovery Draft Policy)
- Space & Facilities Data Base (SFDB) Space Type Definitions (from the Chancellor's Office)

**REMINDER- Next Focused USFAC meeting scheduled for January 25, 2019, 1:00-2:00PM, SBS_405.
Next Full USFAC meeting is February 8, 2019, 1:00-2:30PM, SBS_405.**