

# HUMBOLDT STATE UNIVERSITY

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## University Space & Facilities Advisory Committee

### Meeting Notes

#### University Space & Facilities Advisory Committee Focused Meeting – Football Vacated Space

**MEETING LOCATION:** SBS\_405

**MEETING TIME:** 1:00-2:00AM, Friday, February 22, 2019

**PRESENT:** TC Comet, Bella Gray, Mike Fisher, Genevieve Marchand, Dave Nakamura, Jeanne Rynne, Dale Oliver, Steve St. Onge, Duncan Robins, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

**NOT PRESENT:** Kyleigh Becker, Josh Callahan, Randy Davis, Doug Dawes, Diana Lopez, Holly Martel

#### 1. February 8, 2019 Meeting Minutes

- a. Did not revisit. Will approve during March 8, 2019 full USFAC meeting.

#### 2. Vacated Space

- a. **Recommendation for action or not and associated timeline**

- b. Schedule

- 1.URPC meeting suggested President would be final judge. Agreed by USFAC group.
- 2.Suggestion to push the final date out to allow for discussion within Dept, MBU, and Division. But there is a suggestion that space decisions should be made soon so that people can decide how to use their resources over the summer.
- 3.Note that we don't want to push back to the end of June, as the President will be gone before then.
- 4.Revised Schedule in lucid chart and incorporated group discussion into new timeline. Inserted new timeline into Call letter.

- c. Call Letter

- 1.Noticed that by including funding details in the request form, it might widen the gap between the haves and the have-nots on campus. It suggests that only those with funding currently available may apply for space reallocation. Maybe we should not be requiring requests to include funding information. Comment was made that University should be providing basic space services, and that this should include basic improvements to make the space useful. This was debated within the group.
- 2.It was agreed that there is a problem with the language for financial requirements within the call letter, specifically with RWC 120 and 121 spaces.
- 3.Athletics (Duncan) pointed out that there is a problem with RWC 121 & 120 potentially being reallocated outside of Athletics. Should this space have been reviewed with MBU for first right of refusal? Is Athletics really abandoning that space even if Football is gone? For RWC spaces, is the space really vacated? Some agreed that these spaces should not be part of the reallocation call. There is also an

argument that program elimination outlines what spaces should be included in the call, and in order to create a transparent and fair process, we should include all spaces in the call and allow everyone, including previous MBU, to request use of that space.

4. Duncan stated that everyone (all departments) across the campus is currently shrinking, and per this reallocation process that's outlined in the implementation plan, all these spaces should be coming up for reallocation. So the process needs to be adjusted to better reflect the level of granularity desired in reallocation efforts. People will be misreporting space use so that no space will ever be truly be vacated.
  5. Motion was made to redefine space area of RWC\_121 and RWC\_120 to reflect space truly available for reallocation. Motion seconded.
  6. Another motion was made to take out RWC\_120 & 121 areas from available spaces for reallocation. Motion seconded.
  7. Group did not officially vote because only 7 of the 14 voting members were present. Decision was made to vote via email prior to Feb 25, when the call is supposed to go out.
- d. The scoring rubric was briefly discussed – focused on the 10% weighting on Financial Stability. Some members did not think any weighting should be placed on financial plan. Others thought it was important to include. Ultimately the rubric did not change.

#### **FUTURE AGENDA ITEMS**

- Building Space Reports – SH, NR, FR
- Potential HSU Lactation Accommodation Policy
- Facilities Management Cost Recovery Policy
- IAPB – Review proposed process and discuss role of USFAC within that framework
- Major Capital Outlay Plan 20/21
- Private Use Reporting & Research Space Tracking
- Formalization of our Mural approval process and guidelines

#### **ATTACHMENTS & LINKS**

- February 8, 2019 Minutes
- Draft Vacated Space RFP (RFP University Space... docx)
- Link to Draft [Space Request Webform](#)
- Draft Rubric for scoring RFP responses (Vacated Space Rubric.xlsx)
- Floorplans (VacatedSpaceFloorPlans.pdf) of spaces for reallocation highlighted

**REMINDER- Next USFAC meeting is March 8, 2019, 1:00-2:30PM, SBS\_405.**