

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:30AM, Friday, March 8, 2019

PRESENT: Josh Callahan, TC Comet, Doug Dawes, Bella Gray, Mike Fisher, Genevieve Marchand, Holly Martel, Jeanne Rynne, Dale Oliver, Steve St. Onge, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Kyleigh Becker, Randy Davis, Diana Lopez (no longer on committee due to scheduling conflicts), Dave Nakamura

1. Meeting Minutes

a. February 8, 2019

1. Liz to send EO's for Cost Recovery Policy

b. February 22, 2019 (Focused meeting on the Call for Vacated Space)

2. AY1819 USFAC Details

a. Student reps

1. Now one vacancy – Look for volunteers.

3. USFAC Subcommittees

a. **Landscape** - Met on 2/21/19

1. CEF Northwest area missing hedges, slated to have more plantings and fence extended.

2. CCAT Community Gardens work in progress.

3. LIB/TA Seismic Projects – Maple being removed from South LiB area.

4. Some tree removals across campus reported. TML cypress tree removed 2/8/19

5. Winter storm damage

b. **Naming committee**

1. Kristen, Craig, and Mike met to come up with plan moving forward. There is a central initiative from CO for Naming Committee guidelines. Will still do outline of campus-driven choices, but kind of on-hold until we hear more from CO.

2. Conference room – Interior plaque recognizing the donor. Room not officially named, but will put this on a removable nameplate. Does not need to be in FL or 25Live as a formal room name.

3. Would like to see reporting structure for room donations throughout the organization at all levels. When donations are made and spaces are updated, need to go from Dept to MBU to Division.

c. **Sports Facilities Scheduling Committee**

1. Still need to send email to sun-setted - Jeanne

d. **Facilities Use Group**

1. Need to schedule the next meeting – Liz to do

e. **Vacated space working group (see below)**

4. **Space Management Issues**

a. Math Space Swap

1. Self-Instruction Lab (BSS_316A) to Lecturer offices
2. Research Space (BSS_312 – which was being used as Lecturer offices) to Self-Instruction Lab for Math and Computer Science
3. Noted that this is an example of a contraction/expansion of program and it did not go through the vacated space process. One group of students is being replaced by another group of students.
4. May need to do some refining of what it means for a program to contract. We should examine how this is referenced in the space policy and implementation plan.
5. Noted that in this instance, the contraction of a program is resulting in the MBU deciding how freed-up space should be used instead of putting this space in a call.
6. Want to know how the elimination of a grad math program is any different than football program being eliminated. Last Math Grad Student was last year, so it's a bit older, and this wasn't a program elimination, but rather an "option" in the program.
7. We just need to be able to define it appropriately and we need to be consistent. There are a lot of timing issues involved as well.
8. There might also be a volume or scale issue – we can't be doing vacancy calls for every little space. But the risk is that each MBU might never give space up.
9. Duncan reminded the group that according to the space policy implementation plan, MBU should define when a space is vacated. This was discussed at length.
10. Suggestion – Need to decouple "elimination" vs. "reduction/growth". We need to define elimination more clearly (program, department, etc.). Remember that we need to define our decision making to organization structure. Use the Math example as a learning opportunity and not a precedent to be set. Long term – If there is not a net reduction of net-FTE or some limit of square-feet.
11. For context – there are 6 or 7 Dept IDs for the Marcom MBU.
12. Motion to approve the space-type change. No one is opposed. Moved forward

b. Vacated Space Working Group

1. RFP Overview – FAQ page needs to be created.
 - i. How to fill out the form to get the department
 - ii. Forward to MBU right away from Department. But nothing moves to the next level until the deadline. Liz to make this clear and forward dept request on.
 - iii. Do submit one big department submission? Should break it up if competing, otherwise, try to think how submission might work synergistically.
2. Discussion on routing method and documenting feedback of decisions.
3. Requests to view the space. Access to all spaces need to be given to Athletics.
 - i. Should look on FL – use the tool. If you don't have access, can request and have FAQ.
 - ii. Can we give an open-house date? Not this time, but perhaps next time.
 - iii. Division leads get a

c. Lactation accommodations – Next time

- d. Example of Building Space Report
 - 1. Looking for input from group
 - 2. Want to see vacant space. This one didn't have it.
 - 3. Bar graph instead of colored blocks.
 - 4. Group will provide feedback next time we meet.
- e. Classroom furniture issues – Next time

5. Physical master Plan – Next time

6. Capital Outlay Plan – Next time

FUTURE AGENDA ITEMS

- 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
- FM Cost Recovery

ATTACHMENTS & LINKS

- Minutes from 2/8/19 USFAC
- Minutes from 2/22/19 USFAC
- Link to Formal RFP announcement Vacated Space, 3/1/19.
- Draft Rubric for scoring RFP responses (Vacated Space Rubric.xlsx)
- State of California "lactation accommodations" - see page 7 (AE Bulletin 2019-01...pdf)
- Draft SH Building Report with notes (pdf)

REMINDER- Next USFAC meeting is April 5, 2019, 1:00-2:30PM, SBS_405.