

HUMBOLDT STATE UNIVERSITY

Facilities Management

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:30AM, Friday, April 5, 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. March 8, 2019 – No changes suggested

2. AY1819 USFAC Details

- a. Student reps
 1. Now one vacancy – Still looking for volunteers.
- b. Will meet over the summer once per month, with option to every-other-week. **Liz to Schedule.**

3. USFAC Subcommittees

- a. **Landscape** – Will scheduled for the next 2 weeks. **Jeanne to schedule.**
- b. **Naming committee**
 1. Mike reports – no motion yet. CO will be developing a root-document. Coming soon.
- c. **Sports Facilities Scheduling Committee**
 1. Group was contacted that this Committee was dis-banded.
 2. **Take off agenda for next time.**
- d. **Facilities Use Group**
 1. Lactation Accommodations
 - i. New law sparked policy by Rob Keever & Raven Craig.
 - ii. Proposed policy had some issues. They will submit another policy for review after spaces are designated lactation. Space requests have been received.
 2. Space Utilization Calculations – Still under review. Will help determine space use prioritization and scheduling. Next meeting is in 2 weeks.
- e. **Vacated space working group (see below)**

4. Special Topic – FM Cost Recovery Policy (30 minutes)

- a. Presentation by Jeanne Rynne (including EO overview, see attachments)
 1. Jeanne is asking for approval to move forward to take this presentation to cabinet/URPC/Senate. This is an overview, looking for ways to make it better.

2. Overview of executive orders
 - i. EO 847 – Most impactful of the 3 EOs that relate to FM-CR policy. (2003)
 - ii. EO 1000 – Requires that we reimburse operating fund for services to auxiliaries
 - iii. EO 1099 – Specific to Extended Ed – considered auxiliary.
3. Current policy – from 2000, which is older than the EO's that we summarized above.
 - i. Looking to decommission Policy 0005. Make CR Procedures. Work with UPC – Liz will email and cc everyone to decommission.
4. Showed CO-supplied slide designating types of work that may be below and above baseline. It was noted that it's interesting that the CO suggested Events would be above baseline, even though the documentation doesn't say anything about events.
5. Want to show the baseline maintenance required as compared to what we are doing. This allows us to estimate staffing needs more accurately.
6. Our goal is to reduce the number of reactive calls and the number of missed maintenance (thus growth of deferred maintenance).
7. USFAC Comments
 - i. Deferred Maintenance are good reasons to make a case for why we need to focus our efforts on Baseline Maintenance and recover costs for things above baseline.
 - ii. Note that the % and \$ do not add up on the slide with who it will impact and how.
 - iii. Also, there is a component of the decision to make something baseline or above baseline relies on priority of space. If it's student/public space, it has higher priority for spending baseline dollars.
 - iv. The definition of an "event" is unclear. If it's outside of academic instruction, not related to maintaining the system, then it's an event.
 - a. Example – teams have underlying classes. Some in the group feel this is "stretchy".
 - b. Perhaps we need an event policy and how the institution classifies it. Athletics has a strange relationship to self-support & state-side. This will need to involve the Events Board – Kim & Tawny.
 - c. Note that we should not be trying to make decision on CR for FM based solely on the budget. Instead, perhaps we should make decisions on philosophy on what should be supported by the school.
 - v. There is no definition of the word "baseline" in any of the EOs (847). However there is a definition of Maintenance and Operations.
 - a. We are base-funded to provide a certain level of service to the institution. Which events are base-funded?
 - b. We do not want this to become a chilling effect on activities that support recruitment/retention/graduation. What's important that whatever we decide, it must support recruitment/retention/graduation. This is the effort to daylight the true costs of a particular event. We need to be intentional about where we focus our priorities.
 - c. We are going to get audited on compliance with all EO's. Right now, we do not actually bill for all things over baseline.

- vi. Group wants all events to be categorized as either billable (not supported by FM base funding) or non-billable (which the university supports). This would pull in Kim/Tawny and a specific events.
 - vii. Proposed reference to future event policy. This was not preferred.
 - viii. Proposed put all as CR, but potential to get things waived by Division leads (or some other source).
 - ix. It costs money to bill ourselves. We need to minimize billing ourselves (HM500).
- b. Proposal we don't want to hold up the CR policy just on events. We can document which events were billed, which were not. Then next year we let people know what the true total cost of all events. Liz will send information for events this year. No new dollars. Need to daylight what facilities resources are being used to support events.
- c. Action – Tweak the presentation related to Events. Need to get numbers right. Need to temper numbers. Jeanne will send out new CR policy early next week.
- 1. Advised – purpose of policy to return \$ to General Fund, and not FM budget.
 - 2. Cash handling lock combination changes needs to be baseline.

5. Space Management Issues

- a. RFP for Vacated Space Update
- 1. Only voting members will score, but all will review and discuss at 4/19/19 meeting
 - 2. If submission coming from someone's Department/MBU, those are not scored by that individual.
 - 3. Scorers will receive google sheets when they are ready on 4/12/19
 - 4. Scores due by 4/19/19
 - 5. Liz to contact President's office about scoring for their Division submissions – cc Duncan.
- b. Mural for BSS
- 1. Looking to formalize mural process.
 - 2. Note that there is no quorum to make decision.
 - 3. Mike presented proposed location of the mural – L-1 in BSS.
 - 4. This poster board will go away and be replaced by Mural
 - 5. Reviewed sketch of mural. No red flags identified. Sketch would be colored in final representation.
 - 6. Could be canvas on a frame, or it could be painted directly on the backboard. Could use a removable backboard. No decision yet on this. Could they coat it (top coat)? So that we could use a cleaner over the top of it? This can be discussed.
 - 7. Proposed timeline – done before end of school. All parties here through summer. Would like to be done before NAS graduation, if possible.
 - 8. Group liked design. Just a general question of life-span. Agreed that there should be something standard for murals. Nothing in place now. Proposed that a timeline is posted after which it is revisited.
 - 9. Artist is lined up (same one that did the sketch)
 - 10. No formal agreements set up. Contracts and Procurement would handle any agreement for \$. There should be a legal document talking about intentions of the university – can we get an agreement in place in lieu of a policy. Something like a

MOU. The MOU should exist to say it's a department responsibility, which will be facilitated by Michael. Mike will ask C&P about a MOU. Need to document.

11. One group member would like to have a plaque to see what the tools/symbolism are, but we know that this may not be what is desired by the group. Leave it up to the group.
 12. Content/Placement – seems appropriate. Approves space use without quorum. Will send out to members to see if there are any objections.
 13. Make sure if this is a legit location for postings, we get that updated in the UC map. May not need to let everyone know before it's done, given that it's interior space and allocated all-campus.
- c. Example of Building Space Report – Next time
 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.
 - d. Classroom furniture issues – Next time

6. Physical master Plan – Next time

7. 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

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 19, 2019, 1:00-2:00PM, SBS_405.