

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:30AM, Friday, May 3, 2019

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

NOT PRESENT: Kyleigh Becker, Randy Davis, Holly Martel, Dave Nakamura, Jim Woglom

1. Meeting Minutes

- a. April 5, 2019 – No changes suggested
- b. April 19, 2019 – No changes suggested

2. AY1819 USFAC Details

- a. Summer meeting schedule confirmed.
- b. Noted that we are 1 student short currently, and that Kyleigh Becker will be graduating this semester. Soon we will be 2 students short.

3. USFAC Subcommittees

- a. **Landscape** – Nothing to report from subcommittee. Meeting to be rescheduled.
 1. Related topic - Tree Resolution for Associated Students –
 - i. Background from Mike Fisher: The red crane over the TA building must be able to rotate 360 degrees. When it's not in use, it will self-adjust with the wind. The tree was in conflict with that crane, so the top of the tree was removed. The people responsible for crane engineering/placement knew that the crane needed to clear the building with margin of error, but they failed to see that the tree was larger than the building and therefore needed to be addressed. The project management group needed to adjust quickly to enable the crane to function properly once it was in place. The crane needed to be at this location because there was no other place to put it, given fire lane access and other busy roads. It was acknowledged that the root of the problem was the transparency and speed with which the decision was made. This is what the Associated Students (AS) were most concerned about, and recognizably so. This is the first time that AS interjected with landscaping.
 - ii. Facilities Management Response from Jeanne Rynne: One way for students to participate is to be on the USFAC. We have at least 1 vacancy now. This was offered to AS people that brought their concern to Facilities Management, but was not enough. Right now, the AS group would like to keep the tree and

use it for research for as long as possible. An arborist is being selected to weigh in, or two. AS has asked to provide their own arborist. Facilities Management is working to move forward with deciding whether or not to remove the tree. More to come on this. There is a seat for students on the landscaping committee, but it is not filled at the moment. The group brainstormed ways to get more students on the committees

b. Naming committee

1. Craig is now retired. Frank is the interim VP. Mike and Kristen will be working with Frank – We are waiting for the CSU to take some first-steps on naming committee. No new news on this yet. Superlative consultants would not be providing input on policy.
2. Kristen will work to get more information on CSU-level progress, and check in with Frank to decide on new committee members, charge, and proposed process.

c. Facilities Use Subcommittee

1. Have not met – will reschedule

d. Vacated space working group (see below)

1. Recraft space implementation plan. Will meet next week.

4. Capital Outlay Plan

- a. This is due today to the CO as a draft. Final is adopted in September.
 1. Mike went through projects and gave some details
 - i. There are some deferred maintenance projects (DM), such as building locking project – looking to enhance electronic key control in the future. We already have funding for phase 1 exterior door locks, but it's not enough for the rest of our access control goals. Current funds from CO would cover new exterior doors proximity access, but the mag stripe would still be used until it was phased out. This new technology would be compatible with a number of other types of electronic access control. Also note that new exterior locking would allow remote exterior locking – requiring IT infrastructure. There is a potential bond initiative that may make it to vote next march 2020, that could address interior needs.
 - ii. Gist Hall – This would be a refresh of space. Who would go into the new space? There was a plan with NHE to get ACAC into Library (now in GH, first floor). Included was to bring JMC into GH. This plan will be revisited, but any allocation will be brought through the reallocation process and USFAC/URPC. Looking to potentially having another RFP for space.
 - iii. SAMO – Potential to lease this out, but we need to refresh the space (new building systems including heating/cooling/electrical), which could then be used for academic purposes or leasable space. This is an REH-held building. There is some interest in using this as leasable space. There may be a plan to transfer stateside. We tried to sell a few years ago, but no takers.
 - iv. Trinity Annex – This has been proposed as a Children's Center project, in keeping with the Governor's Budget. The plan would be to move the program from the 4 small houses on the south side of campus to re-built Trinity Annex. This project would be in keeping with public comment that happened during CEQA process. This new plan would expand parking slightly. It will allow us to expand G14/15 south lots when the houses are taken down. There would be

some equipment salvaged to the new location from recent projects. The original plan to convert Trinity Annex to transit location is still “in play”. Public notification requirements have been completed, but any construction there would not happen until summer 2020.

- v. Exterior LED Lighting Retrofit
- vi. Academic Projects – Science building. Derived from 2004 Master Plan. We are not expecting 12,000 FTES, but there are other needs. The new plan is to request funds for a building with 54,000 sqft. It would be about as tall as Wildlife & Fisheries. It would have the capacity to absorb all programs from SCIA while that building was remodeled top-to-bottom. Remodel of Science A would be phase 2 of the project, whereas the new building on CEF would be phase 1. Because we don’t have a growth model right now, we want to make this building flexible so that not only science could use that space. Instead, as programs expand/contract, the new building meets the needs of those programs. We should be able to wheel-out the wet-labs and put something else there. The CO likes the idea, but it will be difficult to make the space flexible/transferrable. Need feasibility study between now and September.
- vii. Art Renovation – new building (45,000 sqft) to absorb Ceramics & Sculpture program in the location of the Experimental Greenhouse and Brookins House. Ceram & Sculpt buildings would be demolished and G11 parking would be expanded. The Art/Science projects are tied to the general obligations bond that may go through.
- viii. Note that PWC all happening in the same year is just a place-holder. If the bond goes through in the spring, there is a 4-6 year trajectory. HSU would need to provide campus matches along the way, and the most likely year 2023.
- ix. Self-support projects – Student Housing. We are aggressively pursuing this through feasibility study now. It would be built between LK Wood and Mill Street, on the north side of Library Circle. Feuerwerker House, and others, would go away with this project.
- x. Parking projects – Driven by consulting work that was done earlier. Trying to match demand. One project is the off-site parking center.
- xi. Missing – ITS infrastructure & Accessibility projects.

b.

5. Space Management Issues

a. Vacated Space

1. Requests for spaces we know are going to be vacated soon (FWH, WAGH, Hilltop Marketplace)
 - i. Do we look at previous requests submitted for Football?
 - a. No. They should resubmit
 - ii. Discussion on how to handle these requests
 - a. Suggested that we have RFPs allowing people to ask for spaces that they need. Perhaps 2 or 3 a year. That way the space is identified and specifically requests because of a particular request.

- b. Recommended doing it quarterly, unless there are no vacated spaces to be reviewed.
- c. Recommended that campus works on semester, so should do it twice a year for the next 3 years at least until the IAPB rolls out to the whole campus.
- iii. How to move forward with soliciting campus need and what do we do with current vacated space?
 - a. Have a RFP season in the fall - September. Need to refine the call process. Liz to look into potentially make reference for a call that might come out next Fall – President’s announcement?
 - b. Temporary allocations are possible until the Fall RFP process is done. No squatters rights. How do we operationalize meeting temporary space use and providing temporary allocation. USFAC could be the group that allocates temporary spaces. If there are existing space requests, we could offer temporary space. Memo from USFAC to URPC and Doug will take to Cabinet for temporary space allocation.
 - c. The temporary space request would have expiration date and add checkbox to space request to see if they would be willing to take temporary space allocation.
 - d. Some of these houses are going to be demolished with larger capital projects, so maybe all of these allocations are “temporary”. FWH and WAGH would be held as University space and temporarily allocated. As long as we are clear with messaging, we could do this.
 - e. Make sure to include in the call what is required of the space in order to use it fully. Need to include space type (likely uses) and
- iv. Still not certain what triggers vacated space.
- v. Potentially add a field that asks if space will be opened up if the new allocation happens.
- vi. Perhaps the next call is just asking for all requests. Then it would be reviewed by staff and USFAC to start matching requests with available spaces. People liked this idea. There was also an argument made that if we knew what spaces were available, they would be more likely to ask for space. Opportunities will be missed if the exact open space was included in the call. Perhaps the call should say what the spaces were included.
- 2. Requests currently in the system? (Request 15, 22)
 - i. Lactation station – Mike and Liz will work on this, until temporary process is set
 - ii. Division to meet needs? Send email to all parties to allow them to work through reallocation.

6. Physical master Plan – Next time

FUTURE AGENDA ITEMS

ATTACHMENTS & LINKS

REMINDER- Next USFAC meeting is April 19, 2019, 1:00-2:00PM, SBS_405.