

## Meeting Notes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** SBS\_405

**MEETING TIME:** 1:00-2:30AM, Friday, June 21, 2019

**PRESENT:** Josh Callahan, Doug Dawes, Bella Gray, Mike Fisher, Genevieve Marchand, Holly Martel, Jeanne Rynne, Dale Oliver, Kristen Stegeman-Gould, Duncan Robins, Liz Whitchurch (notes)

**NOT PRESENT:** TC Comet, Randy Davis, Dave Nakamura, Steve St. Onge, Jim Woglom

#### 1. Meeting Minutes

- a. May 24, 2019
  1. Liz to do action items from last time
  2. Minutes from May 24 approved.

#### 2. AY1819 USFAC Details

#### 3. USFAC Subcommittees

- a. **Landscape** – No report
- b. **Naming committee** – No report
- c. **Facilities Use Subcommittee**
  1. It was suggested that this group was not getting enough input from the older facilities scheduling group that was sunsetted. The group was asked to consider what the older group used to do. For instance, the Arcata High Graduation impacted the whole group, and was not well organized (events coordination). Also the HS football schedule is still an issue. Should this be part of the Facility Use Subcommittee oversight? Potentially not. The group agreed that events should not be USFAC or subcommittee topic. The Facilities Use Subcommittee will discuss policy. Jeanne will need to communicate to Tawny about the external events coordination needed and propose she get in touch with people from the disbanded facilities scheduling committee.
- d. **Vacated space working group**
  1. This group met and started talking about enhancing language and increasing clarity on the definition of vacated space within the document. **The group has edited the space policy implementation document and will bring it to the larger USFAC in July.**

#### 4. Space Management Issues

- a. Vacated Space
  1. An announcement on the results from the Spring 2019 RFP is expected. Timeline of allocation/occupation will be determined by GH abatement timeline and the timeline for

FM preparation of office spaces. Liz will facilitate an announcement as soon as the EOC announcement about temporary housing of displaced Gist Hall folks is made.

2. FM will continue the process of space review prior to new allocations, and the moves will depend on available resources to prepare the spaces for everyone. What should new tenants expect from FM in this? The Vacated Space Group will consider the process of vacated space occupancy after allocation, as drafted by FM.
3. Vacated Space Allocation Process feedback (lessons learned from football)
  - i. Regarding the USFAC rubric scoring process. The group asked to get some education on what the numbers mean.
  - ii. Change the process so that no one can see other individual scores. Only see the aggregate score.
  - iii. Blank answers should not be possible on the form. Reformat the form to minimize the probability that a question is left blank. If one is blank, the group agreed that these sections would be scored as "0" value.
  - iv. In the form, we need a question "Is this is an expansion or a move?" – must include that because it might be used to make other decisions if allocation of a new space would result in an open space elsewhere.
  - v. Need to make sure that Department/MBU/Division prioritizations are aligned, and that the iterative nature of the process is preserved. We could do this by allowing the layers to view all the submissions from their areas from the very beginning. The Division leadership will be alerted when any department submission is made. We would then provide a general framework to advise how the process proceeds, but allow latitude in how individual MBU/Divisions work through the process.
  - vi. Every level (Dept/MBU/Division) should be able to submit their own proposals, and they are refined as they move up.
  - vii. The form is being used as a repository for needs.
  - viii. Dialog between Dept/MBU/Division leadership and USFAC first before a space is "vacated" to make sure the space that is clearly defined as vacated prior to putting it up for reallocation. An audit before-hand is essential, because we want to make sure that swaps and moves are daylighted.
    - a. How to determine when it should be an open call? Can USFAC be the group that decides when the open call happens? Potentially yes.
  - ix. Not all space is allocated to a particular department. Temporary space assignments should take place and should be noted overtly in FacilitiesLink and in the data packet. Decisions on the fly would be more possible if we knew where "surge space" existed.
  - x. There is an idea going around that space could have a \$\$ associated with it. Potentially space could be converted to \$\$ in the datapacket.
4. Call in the fall?
  - i. Gist (ACAC), Feuerwerker, Little Apartments, Wagner House
    - a. Need to work with the Division/MBU/Dept to make sure that all information is gathered.
  - ii. Jenkins Hall Programming – for project, it was the decided initially that Brookins House occupants would go to JH, but this might be flexible, and JH would potentially be occupied by others without going through the space

allocation process. Furthermore, the larger master plan will have influences on which spaces are vacated.

- iii. Mike will bring back the Space Policy Implementation Draft to the larger group next time.
- iv. We should decide next time – when should there be a call? Then what should be in the call (a specific space or general requests for space)?

b. Classroom furniture issues

1. Classroom furniture project for summer 2019

- i. Five classrooms undergoing intense renovations – fixed seating
- ii. There are many other classrooms that will have infrastructure, technology, furniture addressed.
- iii. Funding was available from the Chancellor’s Office for GI2025 to hire faculty, but there was a delay in hiring, so the salary savings was approved for one-time instructional space renovation.
- iv. For future consideration – maybe future funds could be spent on “wow factors” in areas used regularly by perspective families. There was agreement, and a suggestion that roll-forwards may be used to reinvest strategically to impact campus, and target perspective students.

2. Disappearing classroom furniture – USFAC role? – Next Time

3. Utilization Calculations (see attached Draft Building Space Report) – Next Time

c. Campus Key Policy – Next time (July)

**5. Physical master Plan**

**FUTURE AGENDA ITEMS**

- IAPB – For July meeting.

**ATTACHMENTS & LINKS**

- Minutes from 5/24/19 USFAC Meetings (docx)
- Campus Key Policy Draft ([link](#))

**REMINDER- Next USFAC meeting is planned for 7/19/19, 1:00-2:30pm, SBS\_405**