

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:30AM, Friday, August 23, 2019

PRESENT: Josh Callahan, TC Comet, Randy Davis, Doug Dawes, Mike Fisher, Sherie Gordon, Holly Martel, Dave Nakamura, Steve St. Onge, Jeanne Rynne, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Bella Gray, Genevieve Marchand, Dale Oliver, Kristen Stegeman-Gould,

1. AY1920 USFAC Details

- a. New Membership
 1. Welcome Sherie Gordon – President’s Office Appointee
 2. Student Members coming soon
- b. Shared Drive - USFAC

2. Special Topic - Building Liaison (Time Certain 1:00-1:10)

- a. Guest Kim Comet
- b. Quick summary of duties planned for short term and long-term for this position. Relate to Cris’s building-level Emergency management teams.
 1. No longer Building Coordinators. Instead they are Building Liaison. Only 2 residual tasks from Building Coordinator list: Authorize keys, Communicate with building occupants.
 2. Will be combined with Building Marshal role with Building Liaison. Fall 2019 will be spent planning/coordinating for the Building Liaison. Kickoff of people exercising this role will be next semester – Spring 2020. Building Liaison will coordinate the evacuation teams for their building(s).
 3. Building Hours will be posted online soon – via FM website. UPD/Custodians will use this to know when buildings should be opened/locked. May or may not do labeling/posting of building hours on the building in physical signage. Looking to standardize building hour open times, but there was a lot of resistance on campus. And there are classes that go very late into the evening in some classes. Every effort will be made to work through these difficulties this semester.
- c. VP’s and President will be talking about proposed hours and obvious outliers. Doug Dawes - We are pushing for standard hours, but looking for suggestions from President’s Exec Cabinet.
- d. USFAC members offered to help move these ideas in their areas.
- e. Also considering which buildings would be potentially open over Christmas/Holidays – Forestry? USFAC will have future discussions on this moving forward – stay tuned.

3. Special Topic - Integrated Assessment, Planning, and Budgeting – (Time Certain 1:10-1:25)

- a. Guests Melinda Haynes-Swank & Travis Williams presented quick overview of the IAPB process framework, the proposed campus roll-out timeline, and the AY1920 pilot summary.
- b. Melinda gave an overview:
 1. Idea behind IAPB – Take many processes on our campus (including budget, people, space requests) and weave them onto on central highway. Campus should look for feedback of budgeted resources at different “gates” including Dept, MBU, Division, Cabinet, URPC, President. All will be looking two years out to best use the resources allocated as well as the resources requested.
 2. IAPB Process provides a framework to allow campus to create plans for why we need resources and how we identify success at the Department/MBU/Division/University level.
 3. It starts with a Department plan. Then the MBU looks at all departments’ planned resource uses and decides if all the MBU resources are being used in the way that’s most consistent with the MBU priorities (Goals/Outcomes/Objectives).
 4. Similarly, the Division will assess all the MBU plans as compared to the divisional goals/outcomes/objectives.
 5. There will be Student/Faculty/Staff input layered into the process.
 6. There will be Subject Matter Expert input to “build a better plan” and provide feedback.
 7. Note that there will be clear documentation for all decisions made at each “gate” (Department/MBU/Division), including the reasons why they are either put through or not.
 8. After Division gate, there will be student feedback (Associated Students). Then Cabinet/URPC will give feedback and recommendations to the president for final approval of resource allocation
- c. Travis gave an overview of how University will be on-boarded:
 1. There are 4 stages. Everyone is in stage 1 at the beginning. There are 2 groups that are currently in stage 2 - ITS & CNRS. IAPB is working with these 2 MBUs to pilot the process. The pilots will be helping IAPB test out the resources – forms, timelines, etc.
 2. Note that in doing this, the campus is following recommendations/findings from WSCUC – Prioritized Academic side first due to sheer size, and necessity for WSCUC.
- d. How will space requests fold into this?
 1. The ITS Project process is piloting the IAPB request process now. USFAC will be keeping tabs on how ITS works through this, as it might help guide space requests in the future.
- e. There was some reservation about how new and old budgeting/request processes would work together as we transition. This is also a concern of USFAC and will continue to be watched.

4. Special Topic – Lactation Spaces (Time Certain 1:30-1:50)

- a. Guests Katie Koscielak, Rob Keever, Ravin Craig, and others
 1. Katie sent a letter to the USFAC to advocate for improvement on campus. Gave personal reasons that spurred the current advocacy. Surely there was a permanent space on campus to pump, but there wasn’t. We can make this better!

2. Other mothers have had to pump on conference rooms or shared spaces, walked in on, resentment, etc.
 3. Ravin Craig advocated for lactation stations in 2015 at USFAC - She has become the de facto lactation specialist, because she works with many students as a health educator. There are many students that need to pump on campus (5-6 per semester, on average). There have been many times over the last 4 years that students have not been able to find pumping locations. We are not doing a census of how many new mothers we have on campus, but Ravin is getting people at her office unsolicited every semester.
 4. Ravin - "It is ineffective and unreasonable that ad hoc solutions are the only options on our campus."
 5. Katie is advocating for:
 - i. 4-6 permanent locations for lactation
 - ii. Coordinators to help manage spaces and provide resources for mothers in need
 - iii. Campus Policies
 6. Katie - "Not only is it the law, it's the right thing to do."
 7. The group of mothers present at the meeting would like to know WHEN lactation spaces might be available for everyone, including students.
 8. Rob Keever –
 - i. "Care" (through Dean of Students) is able to take this on. It's a basic need issue. There are already people on campus that are able to manage the space and help people.
 - ii. Care is also able to start the Policies.
 - iii. HR is now possibly able to support faculty/staff as well.
 - iv. The SBS space is being managed by Michelle Anderson in the VP of Admin Affairs Office, and only staff/faculty are using it. Already the space is well reserved and used by 2 mothers.
- b. Discuss lactation spaces planned for Fall 2019 and beyond
1. Mike gave update on spaces currently in the works
 - i. SBS, 2nd floor
 - ii. LIB, 2nd floor (LIB_205)
 - iii. Jenkins Hall (Summer 2021)
 2. Liz gave update on outstanding lactation requests for FGYM 1st floor option and Little Apartments.
 3. Steve St. Onge will look into JGC space
 4. Mike also talked about a potential space in NR
 5. Would like to get spaces in each of the "zones" on campus
- c. Public comment opportunity
1. Mothers from Campus gave testimony about why these spaces are so important. There is a lot of stress associated with being walked in on, and it's pretty difficult to find spaces to do this on our campus. There are other campuses that have access to these types of spaces for faculty/staff/students, and we should be able to do this as well.

2. Faculty member was unable to find a location in 2017. Student mothers are also very upset that there is nowhere to pump. Multiple faculty noted this need for all faculty/staff/students.
3. Mother's suggestions for lactation spaces:
 - i. Rectangular tables are better than round ones if mothers are trying to get work done while pumping.
 - ii. Important to have refrigeration or lockers so students don't have to carry so much stuff around. Students need to be able to keep their cooler in their locker in the space. Public cooler have issues – California food policies. The locker is better.
 - iii. Need a plan for lactation spaces published online. It's great that the Care Coordinator is available.
 - iv. Mothers want to have a sink available. Please consider the cleanup afterwards. Sink is an important component.
 - v. Changing table and hand sanitation station.
- d. What are the next steps and how long will it take? What will the follow-up look like moving forward.
 1. These will be addressed by committee and move forward and announced.
 2. Katie will work with Liz to provide feedback from USFAC.
- e. USFAC discussion on the topic
 1. If we want to do it, we can. Just need some funding, and a little time to work it into the growing list of ongoing campus projects.
 2. FM/Planning will be looking to identify spaces and attach a price-tag. Rooms & dollar figures were requested by next USFAC meeting. Timelines would also be nice, if possible.
 3. Potential locations: FGYM, SBS, LIB, JGC, NR.
 4. Sinks, plumbing may need to be addressed in a future phase
 5. Need to get communication out there about those requests that are on hold. Need a timeline for creating realistic expectations.

5. Special Topic – Murals on Campus (Time Certain 2:00-2:15)

- a. Guest - Jason Meriwether
 1. Points for consideration:
 - i. There is opportunity here to develop some walkways, walls, entryways. Do we make a call to ask for others to help fill these spaces?
 - ii. There are significant opportunities to acknowledge the history of this space and honor those communities as an institution.
 - iii. Throughout the campus, there are other spaces – BSS – Mural is being painted and it is inspiring.
 - iv. Tasked USFAC to identify other locations for community art/murals
 - v. There is an existing body that looks at art in spaces on campus.
 2. When would be a good time to receive the SOP/Process?
 - i. Facilities use Subcommittee will take this up and do it as soon as possible.
 - ii. Jason will send pictures of spaces to USFAC group to get started.
 - iii. Will be a longer-term process – understand we want to get the process right.

3. Will let people know to be ready for future mural projects, and looking to work collaboratively with USFAC and others (Native American Advisory Council) to accomplish this task.
- b. Doug – If USFAC could identify spaces where murals could go, that could start the ball rolling and we could pass this information on to groups that steer ideas. We would also have a potential cost package. Each location would need to have expected duration of a mural as well.
 1. If we could list these spaces publically, we could put a revolving timeline on the artwork and we could draft some documentation to manage the art spaces on campus.
 2. How do we find sources of funding? Not through Facilities management.
 - i. Could be fund raising opportunities
 3. Must be some language of the degradation/maintenance of the mural, and link that into the call.
- c. Discuss mural process in the past, and relate to plans for the future (see related documents showing previous mural processes)
 1. There is a lot of interest in including additional murals on our campus to connect us with historical pieces of our campus.
 2. Recommended that we reach out to other CSUs about their policies/procedures about what is approved for a space.
 3. Could have USFAC SOP for structural/facility-based aspects, and then pass on to the appropriate stakeholder group.
 4. Something strange about having a single aesthetic committee, but instead there should be stakeholder groups specific to a project.
 5. An approval that a project go forward would be a purview of this group.
 6. Jim Woglom offered his expertise in the process.
 7. City of Eureka Mural process could be a good resource as well.
 8. Remember to work with Native American Advisory Council

6. USFAC Subcommittees – Did not discuss (no time)

- a. Landscape Working Group
- b. Naming Committee
- c. Facilities Use Subcommittee
- d. Vacated Space Working Group

7. Space Management Issues – Did not discuss (no time)

- a. Vacated Space
 1. New requests
 2. Announcements
- b. Summary of campus space moves
- c. Capacity Changes
 1. TA_018 (formerly TA_017) going from 36 capacity (about 15.6 sqft/station) to 28 capacity (about 20 sqft/station).
 2. LIB_121 Self Instruction Computer Lab in Library going from capacity of 26 to 35

FUTURE AGENDA ITEMS

- **Campus Key Policy – Next Focused meeting**
- **Facilities Management Cost Recovery Policy**

ATTACHMENTS & LINKS

- Minutes from 7/19/19 USFAC Meeting (docx – attached and [link](#))
- Building Liaison Portal Announcements from 8/15/19 ([link](#))
- Integrated Assessment, Planning & Budget Initiative ([link](#))
- Documents related to Lactation Station Requests (Letter from Katie Koscielak - [link](#))
- Documents related to the murals from 2015/16 (EO-276 [link](#))
- Draft new HSU Key Policy ([link](#)) & 1996 HSU Key policy ([link](#)) for next time.

REMINDER – Next focused USFAC meeting is planned for 09/13/19, 1:00-2:00pm, SBS_405. Next full USFAC meeting is 9/27/19, 1:00-2:30pm, SBS_405.