

HUMBOLDT STATE UNIVERSITY

Focused Meeting Minutes – Campus Key/Access policy

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-1:50 pm, Friday, September 13, 2019

LOCATION: SBS_405

Present: TC, Randy, Gen, Doug, Dale, Dave, Bella, Dave, Mike, Liz (notes)

Not Present: Jeanne, Jim, Kristen, Sherie, Steve

1. Special Topic – Draft Campus Key & Access Control Policy

- a. Non-state entities will be invited to take part in this policy, but for now, it's just the state space policy that we're talking about.
- b. Noted that Lock boxes are meant the old-school version.
- c. Make ninety days be the duration at the front counter
- d. FM decides on all-school and shared spaces, with locksmith input
- e. Take out fees, except lost keys
- f. Full policy draft was fully vetted. One final review will occur at the next USFAC meeting later in September.

FUTURE AGENDA ITEMS

- Facilities Management Cost Recovery Policy

ATTACHMENTS & LINKS

- Minutes from 8/23/19 USFAC Meeting (docx – attached and [link](#))
- Draft new HSU Key Policy ([link](#)) & 1996 HSU Key policy ([link](#))

REMINDER – Next USFAC meeting is 9/27/19, 1:00-2:30pm, SBS_405.