

# HUMBOLDT STATE UNIVERSITY

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Facilities Management

## Meeting Notes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** SBS\_405

**MEETING TIME:** 2:30-4:30 PM, Friday, September 27, 2019

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

**NOT PRESENT:** Sherie Gordon, Genevieve Marchand, Dale Oliver, Kristen Stegeman-Gould, Jim Woglom

#### 1. Meeting Notes

- a. August 23 meeting minutes approved
- b. September 13 meeting minutes approved

#### 2. AY1920 USFAC Details

- a. New Membership
  1. Welcome Alia Issa & Caitlyn Taylor-Walker
  2. Steve, Josh both renewed for 2 more years.
  3. Senate appointment will be made at a later date

#### 3. USFAC Subcommittees – Did not discuss (no time)

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

#### 4. Key Policy

- a. Discussing lost key fee in the policy – should we put “may” or “will” be charged a fee?
  1. Trying to preserve flexibility without having to update the policy
  2. Proposed that we need to be very clear about why a new fee is being enacted, if we enact it. Lost keys “will” be charged a University-approved fee.
  3. All approved current key policy draft via unanimous vote. Will go to URPC next.

#### 5. Space Issues

- a. Vacated Space
  1. Should we be putting out calls for vacated space periodically? There are a lot of spaces that come up and we cannot necessarily keep up with a call for every space that becomes vacated.

2. There is a desire to keep this process in line with IAPB ultimately, however in the absence of having the process in place, we need to have a process that will work.
  3. If we expect that the IAPB process leads us to a point that we don't need a separate process, we are looking for a 3-4 year window for when that conversion happens. However, if we don't have a call between now and then, it might be problematic because the transparency of available spaces will be at risk. All groups should have an equal opportunity to ask for vacated space.
  4. Perhaps it's possible to do the "happy middle", as some of these spaces will need to be allocated sooner. Ask folks to submit, it's forwarded to the MBU/Division for FYI currently. Approvals would be made sequentially.
  5. How does Master Planning work into space requests for vacated space?
  6. There are some vacated spaces that are highly visible and vacated – Hill Top Market in BSS. What should we do about this? We don't want this to remain vacant.
  7. There is group agreement that transparency is key. If all groups know that the space requests coming in via the webforms will go to the decision makers and are considered when spaces become available.
  8. One idea – quarterly vacant space reviews.
    - i. People know that online they can submit requests anytime.
    - ii. Should look in FacilitiesLink for Vacated spaces, which are currently not tracked, but should be.
  9. Ideas on the table – notification of what spaces are thought to become available.
  10. Need to get training out about the form. Liz will craft this training and bring it back to this group.
  11. There is a strong desire to fill space needs more quickly, so a call is too exhaustive. Perhaps this is more of a reminder instead of a call. Get the word out that we are looking for requests for vacant spaces in the near future.
  12. Proposed that we get rolling requests that are routed through to MBU and Division first, then it goes to USFAC to find the space.
  13. As long as it transparent, posted, and all have access, it will be a win.
  14. Proposals will be smaller and revolving and approved before coming to USFAC.
- b. Lactation spaces
1. Did not discuss
  2. Doug asked that Liz send out the Lactation space projects proposed by Campus Planning and Design. Group will be asked to comment so that we can report back to Katie and the Lactation space group.

#### **FUTURE AGENDA ITEMS**

- **Vacated space for next focused meeting.**
- **Facilities Management Cost Recovery Policy**

#### **ATTACHMENTS & LINKS**

- Minutes from 8/23/19 USFAC Meeting
- Minutes from 9/13/19 USFAC Focused meeting on Key Policy
- Proposals for Lactation Station Requests

**REMINDER – Next focused USFAC meeting is planned for 10/11/19, 1:00-2:00pm.**