

HUMBOLDT STATE UNIVERSITY

University Space & Facilities Advisory Committee (USFAC)

Focused Meeting – Space Allocation Fall 2019

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 4:00-5:00 PM, Friday, October 04, 2019

PRESENT: Josh Callahan, TC Comet, Randy Davis, Doug Dawes, Mike Fisher, Sherie Gordon, Kristen Stegeman-Gould, Alia Issa, Bella Gray, Holly Martel, Dave Nakamura, Dale Oliver, Steve St. Onge, Jeanne Rynne, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Genevieve Marchand, Caitlyn Taylor-Walker

1. Space Issues

- a. Vacated Space – Philosophical discussion
 1. Background – An open call is possible for future vacated space - we should note that the football space call/review was a lengthy process. However, it did provide transparency, and we don't want to lose this for campus at the end of the day.
 2. How do we operationalize the space request/assignment process?
 3. We do not want a process that might exclude larger campus space requests; Not everyone on campus always knows when space is available.
 4. The group agreed for now that it makes sense to have a rolling call – whereby campus submits the needs as they arise, knowing that they will be in the mix when spaces become available. Note that not all space requests should come to USFAC; the MBU/Division leads should forward “filtered” or prioritized needs to USFAC, so that this group works on information that has already been prioritized within MBU/Divisions.
- b. Process suggestions
 1. Anyone can/should submit space needs at any time. Requests should follow the IAPB hierarchy of approvals and ultimately be submitted to USFAC by the MBU/Division leads. Requests should automatically go to MBU via Drupal for review. The MBU/Division approvals will need to be forwarded via email manually.
 2. Those requests forwarded to USFAC will be up for consideration when allocating newly vacated space.
 3. The spaces on the current list are not necessarily vacated now, and the current users have not necessarily been contacted to let them know it will be reallocation soon. So we need to make sure only truly vacated spaces are on public list of spaces, after proper communication happens with current users.
 4. Portal Announcement will ask for submissions to document needs, not spaces available.
 - i. Point – if we hide location information from greater campus, it will look like folks with the knowledge will know when spaces in general are available. It was suggested we error on the side of transparency.

- ii. If you don't include the specific location in the call, some needs may not be visible. Through language, you can blend the call to be for BOTH current spaces that are or will be available, and what might become available someday.
- iii. The campus announcement should not be space specific, but then a separate document should be published that lists what spaces are open on a rolling basis.
- 5. Idea – if the needs have already been considered, and VPs all agree, then allocation may not need to come back to USFAC for approval or formal allocation. (followed by debate)
 - i. If the 3-VPs have a plan that needs to happen, it should still come back to USFAC at least as informational item. In fact, if it's all-university vacated space, it should come to USFAC for approval.
 - ii. One of the reasons we started all these processes was “participatory governance”. If the VP's deciding and sending to USFAC as informative point, may not be in line with this intended process. Perhaps all departmental-needs communications and evaluation happens regardless of VP's initial inclination. We should use the planning/design expertise in USFAC to help make final decision.
- 6. Deadlines (aka review dates) are essential, but these might be tricky to implement while still staying nimble and able to assign newly vacated space quickly.
 - i. Timelines/deadlines/review dates compete with being “nimble”. We need to be sure we have enough deadlines to make sure decisions are not “mothballed”.
- 7. Quarterly was agreed to be the best timeline for deadline submissions to USFAC.
- 8. Remember that this Fall will be the first iteration of this rolling call. As we get moving through IAPB, physical/academic plan, we will move quicker. It will have continuous process improvement. We can't wait for other processes to land before addressing space needs and vacated space.
- c. Proposed Process Summary
 - 1. Quarterly review dates – everything that is “in” by this date is considered. MBU's will need to figure out if old requests are still valid – Periodically review previous submitted requests
 - i. What is evaluated at each review date?
 - ii. Suggested 3 review dates (deadlines)
 - a. November 1, 2019 – MBU Pool review date. “Closing of the pool”. Once the pool is set and decisions at MBU/Division level can begin to thin the group into what the USFAC reviews.
 - b. Submission to USFAC (internal deadline for November USFAC meeting). The published list of submissions would be the one that comes to USFAC after this second internal deadline. Note: only titles and submitters are published for this USFAC review list.
 - c. USFAC Decision by end of Fall 2019 term, or soon thereafter - This date is a decision point time to match all approved needs (from MBU/Division) to spaces available at that time.
 - 2. Webform – routed automatically to MBU, then routed by hand. How to move those through the system? It will be up to the MBU to route these. Make sure we have titles on webform.
 - 3. List space on USFAC-related website with narrative around how to interpret that list and what tools we use to apply for spaces.
 - 4. Do we make the requests public too?

- i. No problem bringing requests public. People should have had access to submissions. Need to figure out how to manage this. Maybe just kick out the list quarterly, before evaluation begins.
- ii. Gives examples for future submissions & an understanding of what requests are out there.

FUTURE AGENDA ITEMS

- Lactation Space Plan
- FM Cost Recovery Policy
- FM Project Process (informational)

ATTACHMENTS & LINKS

- Space Policy Implementation Plan (for reference – [link](#))

REMINDER – The next USFAC meeting is planned for 10/25/19, 3:00-4:30pm in SH_222 (CCR).