**Meeting Minutes**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: NHE\_106 Goodwin Forum**

**MEETING TIME: 3:00-3:50 pm, Friday, November 08, 2019**

**Present: Josh Callahan, TC Comet, Randy Davis, Mike Fisher, Sherie Gordon, Holly Martel, Dale Oliver, Jeanne Rynne, Caitlyn Taylor-Walker, Liz Whitchurch (notes), Jim Woglom**

**Not Present: Lizbeth Cano Sanchez, Doug Dawes, Kristen Stegeman-Gould, Bella Gray, Geneveive Marchand, Dave Nakamura, Steve St. Onge**

1. **Meeting Notes - Reviewed**
   1. September 27, 2019
   2. October 4, 2019 – Focused meeting on Vacated Space Process
2. **AY1819 USFAC Details**
   1. Confirmation of single student member by HSUAS – Caitlyn Taylor-Walker
   2. New Associated Students approved week of 11/08/19 - Lizbeth Cole Sanchez
3. **USFAC Subcommittees**
   1. Landscape Working Group – quick definition for new members
      1. How to get people on these subcommittees
         1. Liz to reach out to Kacie about Caitlin on this group
   2. Naming Committee – quick definition for new members
   3. Facilities Use Subcommittee (met 10/14/19 – Jeanne report out)
      1. Jeanne reported that only 3 members of this group was able to meet last month. Discussed scheduling of Athletics spaces. Will discuss mural process next time the group meets.
4. **Key Policy update**
   1. 1st URPC review was 10/18/19
      1. Jim reviewed primary feedback from URPC was to strike fees from the Key Policy. Other feedback is currently being integrated into the google doc version of the draft. Next URPC meeting will give a final 3-minute opportunity for members to offer last bit of feedback before it is forwarded to Sen-Ex.
5. **Space Management Issues**
   1. Lactation Space Proposals
      1. Mike reviewed the Lactation Space Proposal – see related document
      2. Includes rough estimates for what would be needed to convert spaces to lactation stations. Total for all spaces (7 rooms, potential 9 total), with about $88,000 in expenses. Note that Library is already paid for.
      3. Reviewed map with strategic locations for lactation stations. Note that each “area” of campus would have lactation stations serving faculty/student/staff in that area.
      4. Report shows pictures with floorplans for proposed locations. Highlight NHE\_117, that would potentially have plumbing and space for lockers.
      5. FM and Admin Affairs are working on finding funding.
      6. Allocation – How are we envisioning we approach allocation? Each location would need to be considered independently. We would need to work through reallocation of space to “All-School”. Potential to “vacate” a space for reallocation to All-school. However, this has not been done explicitly yet. This means that we should not circulate the lactation proposal until the departments that currently is allocated a space are made aware of the initiative.
      7. If there is relocation by campus initiative, does that mean it must be included in the general call for space allocation?
      8. Could USFAC put out a message to increase awareness about this issue and start the ground-work to get support. Additionally, after completing the initiative, it would be good to publicize though the lens of those being impacted. It was suggested that the message go out after the fact. If we do it before, it might delay the space reallocation process for this initiative in particular.
      9. Suggested that the mechanism of messaging would reflect the goal of the message. For instance, if we are hoping to make a big splash, we should use social media, perhaps after the fact. If we want to inform without so big of a spash, we use weekly update as the mechanism.
      10. Action item
          1. Liz to put a summarized update to Katie and group, not including document
          2. Jeanne/Mike to talk to Doug to get funding.
          3. Once it’s going – Liz will work with others put out big message about those lactation stations newly added. We will allude to future planned spaces without naming so that we can review with those departments currently controlling proposed locations.
   2. Update on Space Request Form
      1. Submissions received. Liz is working to put together a list of requests for MBU review.
      2. USFAC review planned for 11/22/19
6. **FM Projects**
   1. The HSU 5 year capital outlay plan to the CSU Chancellor’s Office (CO) – This plan summarizes what HSU intends to deliver in the action year + 4 years. The projects listed are built on the campus master plan and initiatives. The 5-year plan is updated annually, and submitted to CO for planning funding.
      1. Mike related the capital outlay plan with state funding requests and proposed timeline for projects and approvals.
      2. In the capital outlay plan, there is deferred maintenance, academic projects, and self-support & other projects.
         1. Academic projects – Science replacement building, action year 2021
         2. Other projects
         3. Deferred Maintenance – reinvesting into the buildings we have to increase lifecycle time. Deferred maintenance includes the Gist Hall renewal. Also includes accessibility.
         4. Note that Jenkins Hall is already awarded and not included in Capital Outlay.
      3. Master Plan – Old plan (2004), but the elements that are not outdated are helping to guide the Capital Outlay annual submission.
   2. Relating the FM Project list to our Campus Capital Outlay Plan
      1. Prioritizing projects for Capital outlay
         1. ISES Facility Condition Audits & AiM tells us what we’ve done. These 2 resources combined tell us what the critical needs are. These help us identify our needs for projects.
         2. Strategic Master Plan and Academic Master Plan etc will help inform capital outlay.
      2. Projects in FM
         1. Proposals are evaluated to see if they qualify for a project. If designated a project, it goes through the project process that is then prioritized based on vertical and horizontal prioritization.
         2. Looking to leadership to renew the vertical priorities in the near future.
         3. Missing piece of the projet prioritization is that we aren’t getting USFAC scoring. We will work to improve this.
7. **~~FM Cost Recovery Policy~~** ~~(if time)~~

**ATTACHMENTS & LINKS**

* Minutes from 9/27/19 USFAC Full Meeting ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Minutes\190927_USFAC_Minutes.pdf))
* Minutes from 10/04/19 USFAC Focused meeting on vacated space ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Minutes\191004_USFAC_Minutes_VacatedSpace.pdf))
* Campus Key policy ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Policies\ActiveDraft_HSU_Key_Policy_191022.gdoc))
* Lactation Station Proposal ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\190927_LactationProposal\Lactation%20Rooms%20with%20Costs%20190910.pdf))
* FM Project Definition ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\191025_FMProjectProcess\Project%20Definition%20190524.pdf))
* FM Project Process Flowchart ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\191025_FMProjectProcess\HSU_Project%20Process_Flowchart.pdf))
* Active Project list (191007 update - [link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\191025_FMProjectProcess\_OFFICIAL_Active%20Project%20List_191007%20DNC.xlsx))
* Draft FM Cost Recovery Policy ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Policies\FM%20Chargeback%20Policy%20Draft%20(191023).gdoc))

**REMINDER- Next Focused USFAC meeting is planned for 11/22/19 Topic = Vacated space request review 3-4:30pm CCR**