

# HUMBOLDT STATE UNIVERSITY

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## Meeting Minutes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** SBS\_179

**MEETING TIME:** Friday, 01/24/20, 3:00-4:30PM

**PRESENT:** Doug Dawes (chair), Dale Oliver, Josh Callahan, Jeanne Rynne, TC Comet, Steve St. Onge, Gen Marchand, Mike Fisher, Liz Whitchurch (notes), Dave Nakamua, Randy Davis, Sherie Gordon

**NOT PRESENT:** Holly Martel, Bella Gray, Caitlyn Taylor-Walker, Kristen Stegeman-Gould, Lizbeth Cano Sanchez, Jim Woglom

#### 1. Previous Meeting Notes

- a. January 10, 2020 – Discussed space requests. – Minutes approved

#### 2. AY1819 USFAC Details

- a. Note that the next meeting (2/7/20) will be a focused meeting in SBS\_405 from 3-4pm

#### 3. USFAC Subcommittees

- a. Landscape Working Group – Jeanne Rynne
  - i. Next meeting is this Wednesday
  - ii. Tree removal by Sunset – Wonderful job (comment by Steve St. Onge). Good job tree removal team
- b. Naming Committee – Mike & Kristen
  - i. Sherie & Frank have put together a charge for group's attention. No followup meeting yet. Either Frank or Sherie will schedule so that we can deliver on promises. If we don't hear from them in the next week, Mike will reach out to schedule
- c. Facilities Use Subcommittee
  - i. Met the week of the 13<sup>th</sup>.
  - ii. Focused on Library recommendations
  - iii. Next task is to come up with summary of recommendations to be created soon

#### 4. Space Requests

- a. Spring 2019 Recommendations – update
  - i. Request to change the intended use of a space that was allocated to KRA during Spring 2019 Vacated Space Allocation (Football).
    1. The change in scope of use of newly allocated space may need to go through the same approval process as the original programming in that space.
    2. There may be reasons for rethinking. We want to be flexible. But we also want to make sure the parameters that were used to make the decision are considered.

3. Suggested to bring back to the group as an informational item after it's vetted through the organizational chart.
  4. The group wants to do something that was not in the proposal. They are trying to figure out how best to balance the space with their intended program.
  5. As new information comes in, and future review happens, all changes in proposal must be vetted through the organizational chart. If MBU/Division approves the change in scope, it would come back to USFAC for final approval.
  6. Potential change of existing space type in associated location
- b. Review Fall 2019 Recommendations – get updates
- i. Much footwork being done to make sure the recommendations can happen. Meeting today with Dean of Students and VP for Enrollment Management. So far, the discussion is still open related to Upward Bound moved to GH and Dean of Students.
    1. Noted that there is a meeting at 1/27/20 with Dean CAHSS to understand if suggestions are meeting expectations.
    2. Additional peripheral work working with ITS and Telonicher House. Also looking at SBS, 4<sup>th</sup> floor and NR interior spaces. All related to ITS. Looking for movement away from Telonicher house so we can get storage there.
    3. No action items today.
    4. Next steps – There is a meeting on 1/27/20. What is the timeframe to bring something actionable to USFAC? We need to deliver a campus message saying the process works, and here is the result. We don't have a timeline yet, but we will try to get this together by 2/7/20.
    5. Is there anything the USFAC members can do to help? Not at this time.
- c. Planned Spring 2020 Call for Space Requests
- i. Group agreed the announcement should go out 1/31/20. Need to link the USFAC website.
  - ii. There is a difference between when we decide and when we announce.
  - iii. We will need to consider when there are circumstances that require allocation and delivery might need to be expedited or delayed.
  - iv. We have to reserve some degree of flexibility and fluidity in the process. Some requests are larger than others, and we should be able to meet needs early if necessary.
  - v. We need to build in the expectation of an announcement being separate from the delivery of a project.

## 5. Operationalizing campus space management

- a. **Key Policy Update** (Jeanne)
  - i. We rolled out our electronic webform on 1/2/20, and there are 23 lost keys so far to date.
  - ii. Key Policy – Person of Interest is not used

## 6. Space Management Issues/Opportunities - none

- a. **Vacated Space**
  - i. FH\_104 – Conference Room
    1. Should be schedulable through 25Live.
    2. Joe will update the lock to reflect open building hours

3. Will be scheduled by Room Scheduling – UC. Bella will circle back with UC
- b. **Summary of space moves, capacity changes, space type updates**

## 7. Special Topics

- a. Mural Process – please note the link below for the mural process. Make a plan to review and finalize process.
  - i. USFAC group approves guidelines. **Doug will bring to URPC as informational item.**
- b. Current 5-year Capital outlay plan, as adopted by CSU for 2019
  - i. Capital outline was approved in November BOT meeting.
  - ii. Project plan that was accepted: Form CPDC1-1 (for FY20-21)
    1. Deferred Maintenance Renewal Projects
      - a. Gist Hall – still waiting for approval on this
      - b. Microgrid – \$1.5 million (more likely, but not confirmed)
        - i. Scope is developing in this project.
        - ii. We’ve done an electrical study (from switchgear projects)
        - iii. Need to still examine exactly what we want to generate. It should all feed into our current grid, with a manual switch. This brings up conversation about business continuity for campus. We will need to know what we want to provide in order to consider ourselves “open”.
      - c. Likelihood of all this being funded is low. But we have received allocations on this plan
        - i. Substations, controls, fire alarms
    2. Academic projects
      - a. Science Building – 3 stories, 50,000 to 60,000 new buildings. This building would take the occupants of SCIA as it’s renovated. We justified this as a growth project, although SCID would be one of the buildings that is highest priority for replacement. There is a FCNI - replacement value to deferred maintenance ratio that brings this building into consideration. However this is just a consideration.
      - b. Art Building would be just south of Jenkins, and would replace Ceramics & Sculpture labs. This would also alleviate space requirements in Art Building.
    3. Self-support projects
      - a. At the time, the Student Housing building was active, but has since been put on hold.
      - b. Looking for off-site parking. Nothing for sure yet.
      - c. Parking needs are real, and we are looking to meet these needs with more parking lot renovations.
  - iii. Note - We put forward scalable projects. These projects are sometimes used as political tool, and our portfolio supports the CO’s goals with state funding. Note that the top of the list was assumed prioritized. It’s important that HSU staff is in close communication with the CO to make sure the right projects are prioritized.
- c. Overview and promise of next year’s Capital Outlay Plan draft coming up in Feb or March as an agenda item for this group. Will be submitted to the CO in May.

- i. Mike will create a draft and provide staff recommendations. USFAC will have input on the Capital Outlay plan before submission in May.
- ii. Request to see the plans for Jenkins. Agreed that this will be a future topic.

**ATTACHMENTS & LINKS**

- Minutes from previous meeting ([01/10/19](#))
- Fall 2019 Vacated Space Docs ([Recommendations](#), [Maps](#))
- Mural Process ([link](#))
- 5-Year Capital Outlay 2024-25 ([link](#), also found on Chancellor's Office [CPDC](#) website)

**REMINDER- Next USFAC meeting is Friday, February 07, 2020, SBS\_405**