

## Meeting Minutes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** Zoom

**MEETING TIME:** Friday, 04/03/20, 3:00-4:00PM

**PRESENT:** Kassidy Banducci, Josh Callahan, TC Comet, Randy Davis, Mike Fisher, Sherie Gordon, Kristen Stegeman-Gould, Bella Gray, Gen Marchand, Holly Martel, Dave Nakamua, Dale Oliver, Jeanne Rynne, Steve St. Onge, Caitlyn Taylor-Walker, Liz Whitchurch (notes), Jim Woglom

**NOT PRESENT:** Lizbeth Cano Sanchez, Doug Dawes (chair)

**GUEST:** Cory Strauss (GIRR co-chair - student)

#### 1. Previous Meeting Notes

- a. February 7 and February 28 - notes not challenged.

#### 2. AY1920 USFAC Details

- a. Membership and Charge (not discussed this time)

#### 3. USFAC subcommittee

- a. Landscape Working Group - Jeanne
  - i. Meeting scheduled for April, but might need to be pushed out until we are no longer in reduced staffing. Students may be home.
  - ii. Note that projects may have uncertain financial details.
- b. Naming Committee – Mike & Kristen
  - i. Sherie, Frank, Mike met around Memorial & PDC is looking at this (Kassidy/Kristen discussion sites). More to come on this soon.
- c. Facilities Use Subcommittee – Jeanne Rynne
  - i. Had to reschedule last meeting. Next meeting is 4/27.
  - ii. Recreation space scheduling - working with KRA and Athletics. More to come on this. They should have something by May. Will schedule Facilities Use Subcommittee in June.
  - iii. Liz to talk with Doug and Jeanne about getting Kelly Kime on this subcommittee.
  - iv. If we can get this going earlier, we should.
- d. Public Art Work Group - Mike
  - i. Previous meeting canceled due to COVID19. Next meeting scheduled for 4/14/20

#### 4. Space Requests

- a. Update on work planned for Fall 2019 space reallocations
    - i. How much does this group want to be involved post-decision? We could get to a point when the allocation has been made, but funding is not available even years
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past. Does USFAC review for reallocation? What benchmarks trigger updates and review?

- ii. Through the planning design process, if it proves to not be feasible, we bring it back to USFAC. No timeline.
  - iii. Temporary and permanent space reallocation of space within a MBU can still be done without USFAC involvement. (However, vacated space triggers USFAC)
- b. Spring 2020 space allocation process - review on hold
- i. Suspended and we would reconvene the request process in the fall. **Approved.**

#### 5. Operationalizing campus space management

- a. None

#### 6. Space Management Issues/Opportunities

- a. Vacated Space - None
- b. Summary of space moves, capacity changes, space type updates
  - i. **Did not discuss. for next time.**
  - ii. MUSA\_124 – converted from storage to practice room. Just need to change space type to reflect current (and intended) use.

#### 7. Special Topics

- a. GIRR & Lactation station plans
  - i. Jeanne presented GIRR plan - see links below
  - ii. We are reviewing this as a first reading. Looking to adopt the GIRR recommendations as a guiding document to inform the campus facilities master plan, implementing through the campus project prioritization process as funding and resources allow.
  - iii. We will take the same approach with the lactation station proposal. There are state regulations in place that promote lactation room projects.
- b. How does the financial situation at HSU affect space allocations?
  - i. **Did not discuss. for next time.**
- c. What role will USFAC play in the campus's response to COVID-19 and potential additional budget constraints?
  - i. **Did not discuss. for next time.**

#### ATTACHMENTS & LINKS

- Minutes from previous meetings (2/7/20, 2/28/20)
- Membership & charge
- GIRR Task Force Recommendations and associated documents

**REMINDER - Next USFAC meeting is Friday, April 24, 2020, 3:00-4:30pm via Zoom**