

Meeting Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom

MEETING TIME: Friday, 04/24/20, 3:00-4:30PM

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)

1. Previous Meeting Notes

- a. April 03, 2020

2. AY1819 USFAC Details

- a. Membership and Charge review
 1. Voted and approved updates in google doc. Will be uploaded on website

3. USFAC Subcommittees

- a. Landscape Working Group – Jeanne Rynne
 1. The Meeting is usually scheduled for early April usually, but was canceled due to COVID19
 2. Some work had already gone through review, and will be done this summer:
 - Will need to take redwood down behind Music A sometime this summer
 - Redwood removals for quad of redwood and sunset
 - Alders removed behind cypress
 - Note that when trees are removed, there are some re-landscaping minor plans that goes into the decision of what to plan in place of the removed tree. Appropriate size for that committee.
- b. Naming Committee – Mike & Kristen
 1. Has not met. Will try to meet in the future.
- c. Facilities Use Subcommittee – Jeanne Rynne
 1. Has not met. Next meeting scheduled for 4/27.
- d. Public Art Work Group – Mike
 1. Initial meeting happened XXX. Reviewed charge and process. There are 5 proposals to review. They will meet 4/30 to review proposals and hopefully have conclusion on recommendation. Looking for plan of action next semester.

4. Space Requests

- a. An appeals process has been requested. NAS program submitted proposal for Hilltop Marketplace for food preparation area inside of old Hilltop Market.
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- b. We do not have an appeal process. Some are recommended for approval, some are “not recommendation”, and some remain in-review for further consideration.
- c. For the next cycle, the group could reframe their request to more closely align with the USFAC feedback for why the original request was not immediately recommended. Can work with OAA to partner in a use for this space.
- d. Michael and OAA will draft email back to

5. Operationalizing campus space management - none

6. Space Management Issues/Opportunities - none

7. Special Topics

1. Review the Draft Essential Work Order/Project prioritization that Facilities is proposing in response to the freeze recommended in the Draft Fiscal Stability Plan
 1. The Draft Fiscal Sustainability Plan is scheduled to go out in a revised version soon.
 2. This plan prompted FM to create the prioritization plan for projects and work requests.
 - There are certain types of work that FM needs to do: Utilities, PM, Fire/Life safety
 - OAA and EM will have some types of work that they deem essential as well.
 - No work will be approved unless there are adequate resources (labor/financial)
 - This will be a potential addendum to the Fiscal Stability Plan – outlines what is really essential in the Fiscal Stability Plan – link to FM bullet in the plan. Will need to add this flow-chart to the FM website.
 - Jeanne will discuss the use of this flow-chart with FM, as well as the colleges about what is essential.
2. The role of USFAC and Facilities Use sub-committee determining consolidation of space
 - Looking at options for how to serve campus needs during COVID-19 social distancing needs in place.
 - Note that some registration has already happened and classes are already placed. This will definitely influence our options
 - Recommending that the advanced planning group be involved in this conversation.
 - Revised occupancy numbers given social distancing requirements. OAA vice provost has information from CO (?) on what space is required per student in social distancing scenario.
 - Need Department ASF/FTE numbers with new count projections.
 - Staff will provide data, then meet with FUS. Need to move forward with Advanced Planning on Academic Affairs side.
3. Follow-up on GIRR Task Force Recommendation from last meeting (Housing project costs incorporated into timeline.)
 1. Steve St. Onge met with Trans support group and they expressed a need for something in the sciences.
 2. Jeanne will put plan on website with caveat that it's dependent on resources
 3. Plan was approved unanimously

ATTACHMENTS & LINKS

- April 03, 2020 meeting notes

- Membership & charge
- Draft Essential Work Order/Project Prioritization Flow Chart
- GIRR Task Force Recommendation

REMINDER- ~~Next USFAC meeting is Friday, May 1, 2020 3-4PM, Zoom~~ Meeting move this meeting to 5/8/20. Hoping that FM will have information about space use in various scenarios.