

HUMBOLDT STATE UNIVERSITY

Meeting Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom

MEETING TIME: Friday, 05/22/20, 3:00-4:30PM

PRESENT: Josh Callahan, TC Comet, Doug Dawes (chair), Mike Fisher, Bella Gray, Holly Martel, Dave Nakamura, Dale Oliver, Jeanne Rynne, Steve St. Onge, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Kassidy Banducci, Lizbeth Cano Sanchez, Randy Davis, Sherie Gordon, Gen Marchand, Kristen Stegeman-Gould, Caitlyn Taylor-Walker

1. Previous Meeting Notes

- a. May 13, 2020 - approved

2. AY1819 USFAC Details

- a. Note that we should be looking into the concept of including rules of order. This will be discussed in future meetings and perhaps including in our committee charge/charter.

3. USFAC Subcommittees

- a. Landscape Working Group – Jeanne Rynne
 1. Nothing to formally report out at this time
 2. Not meeting under Covid-19
- b. Naming Committee – Mike & Kristen
 1. Nothing to formally report out at this time
- c. Facilities Use Subcommittee – Jeanne Rynne
 1. Next meeting scheduled in the coming weeks.
 2. Did not meet since last meeting.
- d. Public Art Work Group (PAWG) – Mike
 1. Still in progress

4. Space Requests

- a. NAS Lab Request
 1. Senate strongly recommended that USFAC revisit this to allocate the space to Academic Affairs to utilize and work through a process with NAS lab to move forward in fundraising and coming up with operational and sustainability plan for this facility. If they cannot come to a conclusion where it is operational, it would return to vacant space status for reallocation.
 2. Discussion

1. The group discussed the possibility of working through an allocation approval that will be conditional on involvement with OAA.
2. Suggested we add a condition for a shared-use final state.
3. There was concern that allocation decisions may be made without full approval/support from the MBU/Division, including a known budget source.
4. Some feel that approving now and dismissing current process is going to create further problems later on. It may be seen as arbitrary and may undermine decisions in the future.
5. It was noted that space allocation is by nature political and a lot of work has been done to come up with an equitable process, albeit not perfect.
6. While the project is good, it does not meet our expectations for a successful submission for a space allocation.
7. Noted opinion that the space should go to this group, but that the mechanism for this allocation happening now should not be repeated. We need to refine our process.
 1. Group noted that there was more to the story than what was addressed in the senate, and hopefully this is apparent to the senate.
8. Noted opinion that the reasons for not allocating in the first place have been addressed.
9. Noted that the Provost has agreed that the division believes they can make this allocation/request work.
10. Suggested that we allocate to the Division – OAA.
11. Note that HEIF has not committed to funding and more information is needed before HEIF can weigh in. Will be taken up in the fall by HEIF.
12. Question – Approval vs. Allocation. Can we approve allocation to division? This is new? And if we approve conditionally on the funding, will there be a timeline? What kind of timeline will we have?
 1. Suggested we NOT include conditions on the approval.
 2. Noted that conditions should be included because it's not a condition from USFAC, but rather from approvers earlier in the approval process.
 3. Agreed that the approval should be based on the MBU/Division approval's conditions
13. Noted from Senate meeting that USFAC should revisit the appeals process for next time.
14. Noted from Holly on chat, "that any motion to allocate the space to NAS/CAHSS, it needs to have a the stipulation that it be conditional on a plan for sustainable operation signed off on by the dean and provost. OAA supports the concept of the proposal."
15. Group noted that our process is not perfect (need an appeals process). However the group has done good work so far and will continue to work through this.
16. Lessons learned: No longer accept MBU/Department but every official space request should come from the Division.
17. There is discussion on responsibility for funding. Is it up to the USFAC to spell out the need for a sustainable operation plan? Some say no, and some say the USFAC should not be allocating to areas that have no sustainable financial plan.

18. Noted that the requestor stated that they cannot raise funds until it is allocated. (chicken & egg). "Prof Risling Baldy from NAS stated in the senate that applying for grants will not be possible without space allocation". There was some discussion that funding might be available even without the allocation.
3. Move to approve the allocation of the space formerly known as the Hilltop Marketplace to ~~space requestor~~ the division of OAA for the purpose of the Food Sovereignty Lab and Cultural Workshop Center.
 1. Motion was made to amend to say the allocation is dependent on "approval of an operational and financial plans by the division".
 1. There are 3 no and 4 yes, 1 abstention
 2. Final motion "approve the allocation of the space formerly known as the Hilltop Marketplace to ~~space requestor~~ the division of OAA for the purpose of the Food Sovereignty Lab and Cultural Workshop Center on the condition of an operational and financial plan approved by the division"
 1. Approved 7 to zero, 1 abstention.
 3. Chair will issue a statement to the requestor and the Division as the entity to which the space was allocated.

5. Operationalizing campus space management - none

6. Space Management Issues/Opportunities - none

7. Special Topics

1. Fall semester planning - how can USFAC help move campus in a positive direction in alignment with Academic Planning?
 1. (see point 2 below)
2. How can USFAC offer recommendations on guiding philosophy related to the space consolidation process, as different entities put forward their changing needs? What expertise might USFAC offer to help make these decisions regarding space consolidation with fewer students on campus.
 1. Noted that consolidation (due to budget) may seem at odds with increased space needs for teaching with social distancing in place (due to COVID-19).
 2. The intent of this topic was to come up with some hierarchy of how we might provide guidance to campus as they try to make these decisions. We might be able to have some bullet points/ideas that departments can reference for sustainable use planning (energy costs and sanitation feasibility/costs etc.). When more than one entity has a similar need, there may be ways to meet these needs in lieu of just adding space. Consolidation of some type may be required.
 3. USFAC could put forward a short list of strategic guiding principles – there are certain parameters this group could help identify HSU-specific constraints or recommendations as we help support these efforts.
 1. Example: support using classrooms/labs based on common functionality rather than departmental allocation/ownership
 2. Little Houses
 4. Ways to move forward – incorporate information as it becomes available. Expect more info Tuesday 5/26/20.

5. Noted that there are other groups working on this. Other groups are currently working on this: OAA, Advanced Planning, Facilities Use subcommittee, and now USFAC.
6. OAA planning is driving campus advanced planning. Facilities Use Subcommittee is providing data to OAA/Advanced Planning. USFAC has not yet seen Facilities Use Subcommittee data yet, as it is still a work in progress.

FUTURE TOPICS

- Update to USFAC of Advanced Planning topics including space use
- Note that we should be looking into the concept of including rules of order. This will be discussed in future meetings and perhaps including in our committee charge/charter.

ATTACHMENTS & LINKS

- May 13, 2020 Minutes

REMINDER: Next meeting is Friday 6/5/20, 3:00-4:00pm via Zoom.