

HUMBOLDT STATE UNIVERSITY

Meeting Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom

MEETING TIME: Friday, 06/26/20, 3:00-4:30PM

PRESENT: Kassidy Banducci, Josh Callahan, TC Comet, Doug Dawes (chair), Mike Fisher, Bella Gray, Gen Marchand, Dave Nakamua, Dale Oliver, Jeanne Rynne, Steve St. Onge, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Lizbeth Cano Sanchez, Sherie Gordon, Holly Martel, Caitlyn Taylor-Walker

1. Previous Meeting Notes

- a. May 22, 2020 – Minutes approved
- b. June 5, 2020 meeting canceled

2. AY1819 USFAC Details

- a. Welcome Travis Fleming – Taking Randy Davis’s place as Interim Maintenance Manager - Randy is retiring.
- b. Fall 2020 USFAC meeting schedule proposed for 2-2:55 zoom meetings every other Tuesday starting September 15, 2020
 1. Approved
- c. July 3 meeting has been cancelled.

3. USFAC Subcommittees

- a. **Landscape Working Group** – Jeanne Rynne
 1. Nothing to report. Planning to take a Redwood down this summer (August)
- b. **Naming Committee** – Mike & Kristen
 1. Nothing to report
- c. **Facilities Use Subcommittee** – Jeanne Rynne
 1. Did not meet. Recommended suspending FUS because there is significant overlap with FITT.
- d. **Public Art Work Group** – Mike
 1. Nothing to report at this time.

4. Space Requests - on hold

5. Operationalizing campus space management

- a. Annual Space & Facilities DataBase (SFDB) update (including Private Use Reporting and Custodial Sqft reporting)

1. FM will be reporting private use (UC bookstore)
2. FM will be reporting new sqft in LIB (basement)
3. SFDB updates for room allocations will be submitted as well
- b. Building Liaisons for Fall 2020 - roles and responsibilities
 1. Only for communications about floor captains and emergency response

6. Space Management Issues/Opportunities

1. Moves planned for summer? Are they still happening?
 1. Programs have been moved from CEF to LIB
 1. SDRC, Testing, Yes, Vet Center
 2. ACAC is moved to LIB as well
 3. Upward bound to GH (planned for mid-July)
 4. Dean of Students to Upward bound (August – fall)
 5. CAHSS planned for this summer as well
 6. CPS - FGYM_149 old lockerroom space to nursing/kinesiology planned
2. Note that Jenkins Hall and Trinity Annex projects are moving forward for work later in 2020/2021. Funding is secure.

7. Special Topics

- a. Discuss general direction forward for USFAC during fall
 1. Space management Policy Implementation plan should be updated and revised
 2. Proposed to minimize reallocations in the coming year. Noting general service level uncertainties related to supporting any more space moves in the current budget environment. Reduced resources – dialing back of non-essential type work. Just want to keep the campus running.
 3. The campus should be looking at efficiencies and there may be space reallocations with respect to this goal.
 4. Suggested that building efficiencies should be considered as well – from an energy use and sustainability standpoint. Building use planning should take energy use and sustainability into account. Can have large utility savings if building-use is strategic.
 1. Noted that during COVID – 19, the shell electricity account we used 11% less in march, >40% less in April, 38% less in May. This is without going into “hibernation mode”. This is about \$41,000 just from this one electric account (not including gas). We are also using ~20% less gas for dining services. More reports expected on reduced building use in the future.
 2. Predicted that same sorts of savings will occur in the fall, if we are strategic about how we operate certain areas. Example: Housing will be shutting down 3 buildings (warm shutdown). This will result in energy savings.
 5. Suggested looking at department-allocated spaces as ALL SCHOOL.
 6. Discussed the role of USFAC in the covid response. We recognized that we will be ready to fill a role in the covid response, as it becomes obvious and defined. There are other committees on campus working on the goal of reopening campus and coming out of “response” mode to “recovery” mode as a campus.
 1. There was a request for more communication about space use and **safety considerations** for face-to-face class planning. Would like

guidelines for safety and action plans. Need guidelines on field trips, group size limitations, etc.

POTENTIAL FUTURE TOPICS

- Space Management Policy Implementation plan will be revisited and revised.

ATTACHMENTS & LINKS

- May 22, 2020 meeting notes

REMINDER- Next USFAC meeting is Friday, July 24, 2020 3:00-4:30PM, Zoom Meeting