

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Meeting Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 08/07/20, 3:00-4:00PM

PRESENT: Elizabeth Whitchurch, Deirdre Clem, Michael Fisher, Travis Fleming, Holly Martel, Bella Gray, TC Comet, Josh Callahan, Jim Woglom, Dale Oliver, Kassidy Banducci, Rick Zechman, Kristen Gould, Kelly Kime, Sherie Gordon

NOT PRESENT: Todd Larsen, Genevieve Marchand, Stephen St. Onge

Sherie Overview: membership goals - reorg within FM and ex officio members and recognize there needs to be some changes. Wants to make sure we invite others in our divisions (not always just leaders). With TC departure, can we have other reps from sustainability (non-director). Time to refresh our Charge? Is it worth it to do now? Educate what we do, processes and procedures.

1. Previous Meeting Notes

- a. June 26, 2020 -
 - i. Holly question about CAHSS moves planned for summer? FM has not orchestrated the move. Holly is ok with holding the move for now.
 - ii. Minutes approved
- b. July meetings canceled

2. AY1819 USFAC Details

- a. Fall 2020 USFAC meeting start September 18, 2020 - scheduled every 2 weeks, Friday 11am-noon for an hour instead of 1.5 hours
- b. Discuss USFAC Membership changes (see [website](#))
 - i. New chair, two new vacant student rep positions, added Kelly Kime, removed FM AVP, proposed FM Operations replace FM AVP (need to discuss this), TC retirement end of Fall 2020 semester, adding Deirdre Clem as a non-voting member. **Update website.**
 - ii. Dale: his appointment expired at the end of Spring 2020, along with Jim. Double check with the Provost to update membership terms. **Change membership terms while considering URPC terms.**
 - iii. Mike: Director of Sustainability as a voting member in this seat; could be director or staff? Also, if Mike were to move into a voting member role, he doesn't want a conflict of interest if FM PDC is managing. **Sherie to review**
- c. Discuss USFAC Charge
 - i. Refer back to [HSU Space policy](#) & [Space Policy Implementation Plan](#)

1. Clarify role of USFAC/how linked to space policy and USFAC vs URPC. Senate group requests clarification. Space Mgmt Policy roots us to a purpose. Mike: We are an arm of the URPC
2. Purpose of review is to make sure it evolves to campus changing landscape and is relevant.
3. Jim: Charge on website describes relationship between URPC and USFAC but it's not codified (not passed yet) by Senate. Liz suggests we re-word our Charge, Holly thinks the most recent Charge isn't on the website. Liz will update the website.
4. TC: Setting context that this group updated the Charge is less than 2 years old. A fair amount of time was spent updating it.
5. Sherie: let's think of the Charge for the future/next 5+ years. Is it relevant? Mike thinks it should be revisited. Align Charge to various campus plans (master, strategic, 5-year, enrollment, etc). Sherie: consider inclusive student success planning.
6. Sherie: is it time to look at our Space Policy and other relevant policies. The reorg of divisions has partially spurred this need.
7. Space Policy Implementation Plan review: Sherie wants to educate campus on our role and are there opportunities for improvement? Conversation: There is room to ID appeals. Do we need to clarify to the campus that this is an option? Continually communicate and update this document? Or set up a process for appeals? The vacated space section warrants another look.

3. USFAC Subcommittees

- a. Landscape Working Group - need to determine new chair
- b. Naming Committee – Mike & Kristen
- c. Facilities Use Subcommittee - need to determine new chair
- d. Public Art Work Group - Mike

4. Space Requests - on hold

- a. Sherie would like to review requests and consider how to communicate status of this to the campus

5. Operationalizing campus space management - none

6. Space Management Issues/Opportunities - none

7. Special Topics - none

POTENTIAL FUTURE TOPICS

1. Space changes and uses revisions. Space use/allocation changes with UC and other spaces need to be identified (Sherie)
2. ID someone to be responsible for this committee. Liz may not be the appropriate person moving forward. Any volunteers for communication liaison? Communicate decisions and processes etc. (Liz). Would this be a subcommittee?
3. Determine, in partnership with URPC, funding for instructional spaces (Holly)

RECAP

1. Good with charge, but update the google document extra bullets on campus happens right now
2. Subcommittee, Kelly to take Dave Nakamura space. Align with IAPB
3. Clear leadership of subcommittees, capacity (covid)
4. Focus on space changes/uses
5. Communication liaison
6. Sherie to work with Mike/Liz around membership terms

ATTACHMENTS & LINKS

- June 26, 2020 meeting notes

REMINDER- Next USFAC meeting is Friday, August 28, 2020 3:00-4:30PM, Zoom Meeting