

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Meeting Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 09/18/20, 11:00AM-12:00PM

PRESENT: Liz Whitchurch, Jim Woglom, Amanda Huebner, John Callahan, Genevieve Marchand, Steve St. Onge, TC Comet, Dale Oliver, Deirdre Clem, Holly Martel, Michael Fisher, Travis Fleming, Kristen Gould, Kassidy Banducci, Bella Gray, Sherie Gordon

NOT PRESENT: Kelly Kime

1. Previous Meeting Notes

- a. August 28, 2020 minutes attached for approval
 - i. Minutes and agenda are public. Need to discuss if the meetings themselves are public for vast consumption. We can have guests and send invitations, but not a standing public meeting. Public is by invite only
 - ii. Need to upload agendas and minutes to website

2. AY2021 USFAC Details

- a. Action Item: USFAC Membership changes
 - i. Dale Oliver and Jim Woglom 2-year term extensions. Jenn Capps has recommended extension for both. Liz will update website.
 - ii. TC's position - replace with someone from Sustainability? Determine by December. Can be appointed by MF as a staff member appointment?
 - iii. Still seeking one student
- b. Action Item: USFAC Charge
 - i. Refer to [University Space & Facilities Committee \(REVISED-200807\)](#) , [HSU Space policy & Space Policy Implementation Plan](#)
 1. Previously we elected to wait to discuss until Sherie is in the conversation.
 2. The Charge has been updated to the website
 3. Organization of URPC vs USFAC questions and reporting lines (Jim)
 4. Update Ex Officio for Liz's role? Necessary for URPC to review? Doesn't change the count/quorum. Purpose and intent of position is intact. Send formal request to URPC to approve this (Deirdre)
- c. Fall 2020 Focus
 - i. Organizational shifting is occurring on campus and can impact space use. 2020 Focus can be support of the reorg and restructuring in the capacity of the USFAC. Space Policy, advising under how potential changes would impact physical resources on campus. With the pending completion of the Academic Master Plan, there will be space changes within that plan anticipated.

1. Revisit discussion over presidential authority over policy. Would the presidential override have occurred if we had ample time (outside of covid and other constraints specific to university org changes).

3. USFAC Subcommittees

- a. Landscape Working Group - TC Comet
- b. Naming Committee – Mike Fisher & Kristen Stegeman-Gould. Mike Fisher to schedule meeting
- c. Facilities Use Subcommittee (on hold)
- d. Public Art Work Group - Mike Fisher. Mike Fisher to schedule meeting
- e. Communications Subcommittee - Chair TBA - timely posting portal, emails, website, and during the request process, need to determine MBU has communicated with requestor. small subcommittee when needed to make sure we're following our communication needs for the USFAC would be helpful. Inner division and MBU comms and FM with working out details of planning. Comms is strapped (Kristen) but she can provide edits and advise. How much comm are we talking about, and when? Having K as a resource is amazing. Liz can chair committee. Content is other subject matter experts and chasing it down is too time consuming for K. Maybe Liz can strategize what the chair role would look like (Sherie asked Liz to do this). What does the subcomm look like? Gen, Steve, Kristin (review), Deirdre, Liz, Holly (review), Josh (review) have offered to be on subcomm. First Comms Task - How to message this decision to keep space request call for Fall 2020, with emphasis on actual allocations may not be made this semester.
 - i. Meet before Oct 2 and have a message ready to go out to summarize plan for Fall call for space requests.

4. Space Request Submissions

- a. Review "new" Spring 2020 submissions, including return requests from previous cycles. [2020Spring_RequestSummaries](#)
 - i. List of Spring 2020 submissions and Fall 2019 submissions.
- b. Determine messaging around Spring 2020 call and how USFAC will review these (timeline)
- c. Are we asking for Fall 2020 submissions? Dale says it would be good to know what Fall 2020 needs may be. Waiting a full year could cause a big influx in Spring 2021. As Fall 2021 will also be virtual instruction, we want the process to be open and we could have a disclaimer that we need to know needs but may not allocate this year. If we're supporting the reorg, we may want to hold a Fall 2020 call (collect info while ID expedition of process in support of reorg). Sherie: Maybe establish prioritizing for space request allocations? We're all busier during the pandemic (reorg, shrinking, also pandemic stuff). Fall 2021 as first opp to make actual changes.

At start of next meeting - address Fall 2019/Spring 2020 communication regarding requests, and discuss new call cycle. Also, did not address items below this

5. Space Management - no time

6. Special Topics - none

POTENTIAL FUTURE TOPICS

- Gen asked HBAC be spotlighted on next agenda - implications that the changes have created. shared governance and different parties involved need to be consulted with. More to discuss than the process.

ATTACHMENTS & LINKS

- August 28, 2020 meeting notes

REMINDER- Next USFAC meeting is Friday, October 2, 2020 11:00 AM -12:00 PM, Zoom Meeting