

# HUMBOLDT STATE UNIVERSITY

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## Meeting Minutes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** Zoom Meeting (COVID-19)

**MEETING TIME:** Friday, 10/2/20, 11:00AM-12:00PM

**PRESENT:** Steve St. Onge, Josh Callahan, Liz Whitchurch, Amanda Heubner, Travis Fleming, TC Comet, Holly Martel, Mike Fisher, Bella Gray, Dale Oliver, Kelly Kime, Katie Koscielak, Cassidy Banducci, Jim Woglom

**NOT PRESENT:** Sherie Gordon, Kristen Gould, Genevieve Marchand

#### 1. Previous Meeting Notes

- a. September 18, 2020 minutes - no comments

#### 2. AY2021 USFAC Details (none)

- a. Welcoming Katie Koscielak, Office of Sustainability, to the committee as Ex Officio

#### 3. USFAC Subcommittees

- a. Landscape Working Group - TC Comet. today is TC's last USFAC meeting. Liz will chair LWG
- b. Naming Committee – Mike Fisher & Kristen Stegeman-Gould. Called a meeting for next week. Name addition consideration at Wagner House/House 71 to include Anderson name. Ongoing planning around naming structure.
- c. Facilities Use Subcommittee (on hold)
- d. Public Art Work Group - Jim Woglom. Several murals and conversation around visual campus.
- e. Communications Subcommittee - Liz Whitchurch. new subcom met 9/30. Liz to chair. discussed potential Marcom member (Travis Williams as example). Reviewed charge and responsibilities, such as space requests and flowchart/graphic of process and timeline, space policy on campus from an educational perspective (website, forms, FAQ). Deliverables (3): flowchart for space requests, FAQ for USFAC, website to create list of historic/complete and active space requests. Monitor USFAC website and keep updated. Considered building a list of vacated spaces and requires USFAC discussion (repository of need). Monthly 1.5 hour meeting plus add'l 1 hour meetings as needed relative to space requests. Need clear boundaries on our charge - we're not redefining our process, but only responsible for making sure communication is occurring on behalf of the committee.

#### 4. Space Request Submissions

- a. Review “new” Spring 2020 submissions, including return requests from previous cycles.  
[2020Spring\\_RequestSummaries](#)
- b. Determine messaging around Spring 2020 call and how USFAC will review these (timeline)
- c. Fall 2020/Spring2021 Call
  - i. Fall 2020/Spring 2021 Call for USFAC review: open call in next couple of weeks and leave open through Feb with understanding that USFAC review would not occur until Feb 2021, with decisions to be made in March/April 2021. Make sure this is still a process in play, but we’re a campus in flux due to covid and reorganizational changes. USFAC would like to continue to monitor space needs.
  - ii. Dale Oliver appreciates this recommendation, however between now and February, the repository of space needs need to be available for other decision makers to see. More transparent collection of space needs? Link to summary on website so Divisions and MBUs can review other space requests.
  - iii. Advocacy of use of the Repository of Need tool available to the campus community by MBU/Division is necessary. As well as use by other stakeholders (students, general campus community) to eliminate duplication and open transparency.
  - iv. Everyone is in agreement with this method. Action: 4.a.b.c.: Comms subcommittee drafting a portal communication and will review and produce what we think will be a fairly polished version by Oct 12 and the USFAC will be able to review at the next meeting (Oct 16).

## 5. Space Management

- a. Vacated space
  - i. NHE First Floor, NHW Second Floor
- b. Allocation changes
  - i. HBAC - Advancement (**Priority Item**) - Conversation and agreement regarding programs that are moved under different organizational structure with largely unchanged program would need to be reallocated to the appropriate organization. This would not be a USFAC action item. USFAC reports the item for the campus space inventory.
    - 1. The reallocation of space for University Advancement is a USFAC approval item.
      - a. Working group in current talks regarding HBAC space divisions relative to University Advancement. Agree to plan will be presented to USFAC for approval. USFAC would then discuss and comment on the plan.
  - ii. RWC
  - iii. SRC
- c. Capacity changes - not addressed
- d. Informal space requests - not addressed
- e. General discussion - not addressed
  - i. Implementation Plan Redraft
  - ii. UC

## 6. Special Topics

- a. USFAC structure is under question by URPC (Jim). USFAC to be in compliance with Senate’s reporting and committee makeup structure. Report to URPC every two weeks to fall on the

Communications subcom? USFAC is uncodified and therefore a sub-subcommittee of the URPC. Report has been written and Jim has been reporting to URPC so far. Representation from one faculty from each of the colleges. The more faculty representation the better so there is greater understanding around our decision process for recommendations. We will work towards complying with these requirements and Mike and Liz will update Sherie.

**POTENTIAL FUTURE TOPICS**

- Determine, in partnership with URPC, funding for instructional spaces (Holly)

**ATTACHMENTS & LINKS**

- September 18, 2020 meeting notes

**REMINDER- Next USFAC meeting is Friday, October 16, 2020 11:00 AM -12:00 PM, Zoom Meeting**