

Meeting Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 10/16/20, 11:00AM-12:00PM

PRESENT: Steve St. Onge, Holly Martel, Josh Callahan, Deirdre Clem, Dale Oliver, Kelly Kime, Katie Koscielak, Liz Whitchurch, Kristen Gould, Mike Fisher, Kassidy Banducci, Jim Woglom, Bella Gray, Travis Fleming, Genevieve Marchand, Amanda Huebner

NOT PRESENT: Sherie Gordon, Franziska Daumberger

1. Previous Meeting Notes

- a. October 2, 2020 minutes - approved

2. AY2021 USFAC Details (none)

- a. Welcoming Franziska Daumberger, Student Representative as appointed by Associated Students
- b. FM membership update - see updated website: Katie Koscielak as Ex Officio to replace TC Comet, Mike Fisher as AVP and Ex Officio, and moved Liz Whitchurch to Staff.
 - i. Add Wendy Sotomayor as UC ED Interim to website and to meeting invitation
- c. Awaiting direction from URPC on additional faculty members from each College.
 - i. Need to meet the requirements with the Senate - membership and co-chair. Can be the same person: CNRS and co-chair per Jim's convo with Rob Keever (CARE Coordinator in the Dean of Students Office)
 - ii. Subcommittees need to be added to Appendix 808 Senate Bylaws. Deirdre to contact Jill Anderson (Constitution and Bylaws Committee) with needed info.

3. USFAC Subcommittees

- a. Landscape Working Group - Liz
 - i. The group is planning to meet.
- b. Naming Committee - Mike and Kristen
 - i. Policy Review: [HSU Naming Policy](#); [CSU Naming Policy](#). Reviewed naming policy and procedures. It doesn't explicitly include USFAC. Committee understands that routing of decision-making relative to naming goes to Admin Affairs VP and President (it will follow the outline of the naming policy)
 - i. Wagner House (House 73) - 'Wagner/Anderson House' proposal. This has been through the Naming Committee previously but not enacted. Signage hasn't been changed nor changes made in Facilities Link. Goal is to keep the building acronym but change signage and campus map.
 - ii. Dolores Huerta Bench - plaque be established on campus to respond to a CSU initiative. Location was determined to be west facing Van Matre Hall bench. Marcom is coordinating the plaque.

- iii. It is not as easy to modify building acronym/abbreviations as it is to change their names (i.e.: 'Wagner/Anderson House' name change. When classrooms are within the building, it becomes harder to change the building abbreviation.
- c. Facilities Use Subcommittee (on hold)
- d. Public Art Work Group - Jim and Mike
 - i. The work group will meet this afternoon.
- e. Communications Subcommittee - Liz
 - The group met and drafted the AY2020/2021 Space Request Call. The group discussed how and when we are communicating out to the overall committee and the campus in general.

4. Space Request Submissions

- a. Review draft [AY2020/2021 Call](#)
 - i. Reviewed call; reviewed active space requests listed on the website (need to modify table into 'archive/approved' and 'active'); discussed the need for MBU/Division reviews prior to USFAC review. Need to remove spring 2020 from the website because they need MBU review/approval first.
 - ii. Funding sourcing is not currently a part of the space request scoring. Discussion around the potential necessity for a time frame for funding. USFAC didn't intend to be the gatekeeper of projects and their funding. USFAC intends the MBU/Division to determine this. Does this hold true for outstanding requests? Should we send this question regarding the funding process to the URPC? Mike will debrief with Chair Gordon regarding this.
 - iii. Integrated Assessment Planning and Budget (IAPB) process - The adoption of the IAPB process was considered in creation of the space request process. This note was a point of discussion to understand why we follow organizational structures for submission review and approval.
 - iv. We're spending time on small projects that may not be high priority
 - v. Short story: we need URPC review of our role timing and funding scoring, as well as MBU approval before we start reviewing space requests to vet feasibility and to eliminate funding and priority questions.
 - vi. Need to change space request form to remove departments as requestor
 - vii. Is the USFAC an idea-catcher? Then it is up to the MBU/ Division to determine feasibility?
 - viii. Dale recommends a change to the call to suggest more details on how to initiate a submission if you are not an MBU
- b. Spring 2020 Messaging and Timeline
 - i. The AY2020/2021 Call indicates that Spring 2020 space requests will be under review as the AY2020/2021 submissions come in. The Spring 2020 requests require MBU review and approval. Deirdre will work to ask the MBUs for review/approval, then USFAC can review the Spring 2020 requests.

5. Space Management - did not address

- a. Vacated space
 - i. NHE First Floor, NHW Second Floor
- b. Allocation changes
 - i. HBAC - Advancement
 - ii. RWC

- iii. SRC
- c. Capacity changes - none
- d. Informal space requests - none
- e. General discussion
 - i. Implementation Plan Redraft
 - ii. UC

6. Special Topics

POTENTIAL FUTURE TOPICS

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

ATTACHMENTS & LINKS

- October 2, 2020 meeting notes

REMINDER- Next USFAC meeting is Friday, October 30, 2020 11:00 AM -12:00 PM, Zoom Meeting