

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Meeting Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 10/30/20, 11:00AM-12:00PM

PRESENT: Michael Fisher, Deirdre Clem, Katie Koscielak, Genevieve Marchand, Liz Whitchurch, Jim Woglom, Cassidy Banducci, Wendy Sotomayor, Josh Callahan, Holly Martel, Travis Fleming, Dale Oliver, Amanda Huebner

NOT PRESENT: Sherie Gordon, Franziska Daumberger, Bella Gray, Kelly Kime, Kristen Stegeman-Gould, Stephen St. Onge

1. Previous Meeting Notes

- a. October 16, 2020 minutes review - no comments.
 - i. We need to clarify whether we are approving minutes or just reviewing. We should discuss at the next meeting when we have a quorum. URPC indicated that if we are to approve minutes, we need to move, and second, and if no objections, then approve minutes

2. AY2021 USFAC Details

- a. Welcome Wendy Sotomayor, Interim UC Executive Director, Ex-Officio
- b. Awaiting direction from URPC on additional faculty members from each College.
 - i. Identify at the next meeting the faculty representatives from each College. Waiting on additional faculty members from each college that are not currently represented. We are missing representation from CAHSS. Deirdre Clem will ask Jim Woglom if the College representation needs to be a faculty member, and who appoints (Senate, URPC, College Dean?)
- c. Nov 27 and Dec 25 meetings fall on holidays
 - i. Reschedule or cancel? Will we have major action items that would come up in the next two months? HBAC is coming back with a recommendation. Space Requests actions are next semester. Strategic Planning is high priority in other parts of the campus. Mike Fisher would like USFAC involvement with the Strategic Plan. We could be able to include Strategic Plan input in our next two meetings assuming our next two months are fairly light.
 - ii. A decision was made to cancel both meetings and it was confirmed that there will be only one meeting in November and one in December.

3. USFAC Subcommittees

- a. Landscape Working Group - Liz Whitchurch
 - i. The group hasn't met yet with Liz chairing.
- b. Naming Committee – Mike Fisher & Kristen Stegeman-Gould

- i. Van Matre Hall has been selected for the Dolores Huerta Bench plaque. Marcom is working on plaque production.
 - ii. Wagner/Anderson House/House 71 is going to have a new sign and the campus map will be updated.
 - iii. The group plans to establish an ongoing memorial review
 - c. Facilities Use Subcommittee (on hold)
 - i. Before this subcommittee was developed, there was a previous group (not a formal subcommittee) that tried to resolve a number of issues with CPS and Athletics shared facilities. Sherie Gordon is open to re-opening this subcommittee per Mike Fisher. Holly Martel suggests the other group needs to have a focus on university sports facility scheduling and the Facilities Use Subcommittee would inform the Sports Facility Scheduling Committee. If these groups are separated, there is a need to establish clear and regular communication between the two groups.
 - ii. Options: 1) revive the Facilities Use Subcommittee and include sports or 2) revive Facilities Use Subcommittee and work with the Sports Facility Scheduling Committee. We need to table this discussion until we have a quorum and Sherie in the discussion.
 - d. Public Art Working Group - Jim Woglom
 - i. Jim is waiting to hear back on two projects by tomorrow
 - e. Communications Subcommittee - Liz Whitchurch
 - i. The group didn't meet since the last USFAC meeting
 - f. Katie would like to be on a subcommittee. Mike asked Katie to work directly with him and he will coordinate with the subcommittees.

4. Space Request Submissions

- a. Review draft [AY2020/2021 Call](#)
 - i. The Call is written for MBU-submittal.
 - ii. Katie would like more detail regarding who is the specific person to put forth the request. Would stakeholders know who the 'College/MBU' is? Can we link to another resource? Liz Whitchurch and Deirdre Clem will update the call to include a resource link then will release the call
 - iii. Deirdre Clem and Liz Whitchurch will update the webform to ensure it is clear that the MBU submits the request form.
- b. Spring Space Requests - Deirdre Clem asked what the deadline is for MBU review/response? Liz Whitchurch recommended giving the MBU leads a week to respond so we can have the website updated with spring 2020 active requests close to the time the AY20/21 is disbursed.

5. Space Management - The spaces below as indicated on the agenda are still under discussion with stakeholders. USFAC will allow stakeholders to negotiate these spaces before USFAC is involved.

- 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

- a. At their past meeting, the URPC reviewed the status of the USFAC and the USFAC passed as a formal, certified committee. The USFAC now has the potential to formally adopt Roberts Rule of Order procedures.
 - i. Do we need to have separate representation from each college? Deirdre Clem is following up with Jim Woglom and it should be discussed at the next USFAC meeting.
- b. Strategic and Institutional Plan
 - i. The Strategic Plan to be completed in December. The Plan has six themes: academic roadmap, community collaboration and shared success, employee engagement, future-proofing HSU, resource stewardship and sustainability, and student experience and student success. Resource stewardship and sustainability (RSS) is co-lead by Mike Fisher, Amber Blakeslee, Sherie Gordon and Holly Martel. There are groups established on campus that the RSS group would like to consult with, and USFAC is one of those groups. Mike will email the USFAC guiding questions and prompts for USFAC to answer regarding resource stewardship and sustainability.

POTENTIAL FUTURE TOPICS

- Determine, in partnership with URPC, funding for instructional spaces (Holly)
 - This topic includes a future discussion around the mechanism(s) to fund instructional spaces (equipment, IT, furniture, etc.). Holly indicated the potential to use roll forwarded monies and reserves so we can start refreshing/renewing spaces.
- SFDB Update

ATTACHMENTS & LINKS

- October 16, 2020 meeting notes

REMINDER- Next USFAC meeting is Friday, November 13, 2020 11:00 AM -12:00 PM, Zoom Meeting