

# HUMBOLDT STATE UNIVERSITY

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## University Space & Advisory Committee

### Meeting Minutes

#### University Space & Facilities Advisory Committee

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

**MEETING TIME:** Friday, 11/13/20, 11:00AM-12:00PM

**PRESENT:** Michael Fisher, Deirdre Clem, Wendy Sotomayor, Katie Koscielak, Amanda Huebner, Josh Callahan, Sherie Gordon, Holly Martel, Steve St. Onge, Dale Oliver, Genevieve Marchand, Cassidy Banducci, Kristen Gould, Bella Gray, Liz Whitchurch, Kelly Kime, Travis Fleming, Jim Woglom

**NOT PRESENT:** None

#### 1. Previous Meeting Notes

- a. October 30, 2020 minutes reviewed - no comment

#### 2. AY2021 USFAC Details

- a. Determine co-chair identity. Discussion on a dual-role: CNRS faculty representative and co-chair.
- b. Identify faculty representatives from each College:
  - i. CNRS - waiting for faculty to be engaged to determine the faculty rep for CNRS and the co-chair (this will be the same person)
  - ii. CAHSS - Jim Woglom
  - iii. CPS - Genevieve Marchand
- c. Review committee operation relative to Robert's Rules of Order (RRO)
  - i. If we use RRO, our agenda will change regarding content and layout, including action items.
  - ii. We should ensure a better process to identify a quorum, record the votes and perhaps have a zoom-specific procedure to tabulate votes.
  - iii. Kristen Gould asked what the impetus was to move forward with RRO as URPC/Senate has been moving the opposite direction. URPC doesn't follow RRO. RRO can impede free conversation and can be limiting. Maybe we can look at a more formalized process for voting. What problem are we trying to solve by following RRO; are we doing this in response to any concerns? There is a campus-wide desire for a greater understanding of our decision-making process as a group. Might need greater transparency in reporting. We need to cement, in writing, our process so the USFAC and the wider campus audience understands.
  - iv. Considering the spirit of this committee, Dale Oliver suggested the USFAC could operate with consensus agreement instead of a stricter voting procedure.
  - v. The Communications Subcommittee will coordinate a process draft and will distribute and communicate via email with the committee prior to the next meeting.
- d. Discuss URPC and Senate reporting
  - i. Where are we with our implementation structure and how to transmit the process when space requests move from URPC to Senate to the campus community? The

committee reviewed Mary Virnoche's email proposing that space requests could be on the consent agenda for Senate review/approval.

- ii. Keep in mind there are other actions and discussions by the USFAC other than space requests. Consider the responsibilities of the committee and the subcommittees.
- iii. Need to identify what does and doesn't go to the Senate.
- iv. Space Requests understanding:
  1. Need to understand how space requests move through the committee
  2. How do we memorialize space requests?
  3. Need to update the Space Policy Implementation Plan. There are interested stakeholders (MBU leads and Divisions) and they need to vet the space request before USFAC review. USFAC looks through the lens of the policies and procedures on how the campus moves/approves spaces.
  4. Communications subcommittee may be the focus group to educate the wider campus community
  5. Senate consent agenda items are a way to communicate USFAC decisions without full vetement by the Senate. Should the recommendation come from the URPC to the Senate?
  6. Amanda Heubner asked if we don't want to help space requests in their infancy, or if we don't have that built into our process. Mike Fisher indicated that USFAC is not equipped to help facilitate space request development and visions, but the space requestor may consult with Planning Design and Construction Unit within Facilities Management.
  7. How developed should a space request proposal be before it's submitted for reviews/approval before it is sent to USFAC? When do we know it's developed enough to be a formal space request? What is the rubric/threshold? Mike Fisher would like to update the Space Policy Implementation Plan to address this.
  8. Wendy Sotomayor would like clarity on the role of USFAC vs Presidential direction regarding the Bookstore move. Preliminary planning is key. Having formative dialog with the stakeholders is key.
  9. If there are processes that exist outside of this committee it needs to be explicit in the Implementation Plan

**3. USFAC Subcommittees** - not addressed

- a. Landscape Working Group - Liz Whitchurch
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
- c. Facilities Use Subcommittee (on hold)
- d. Public Art Working Group - Jim Woglom
- e. Communications Subcommittee - Liz Whitchurch
- f. Space Policy Implementation Working Group - Mike Fisher

**4. Space Request Submissions** - not addressed

- a. Review status of space request process
  - i. see 2.d.

**5. Space Management** - not addressed

- 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
    - 1. See 2.d.iv.
  - ii. UC

**6. Special Topics - not addressed**

- a. Strategic Planning - Resource Stewardship and Sustainability

**POTENTIAL FUTURE TOPICS**

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

**ATTACHMENTS & LINKS**

- October 30, 2020 meeting notes

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