

USFAC Update 2/19/21 (in lieu of meeting)

Space Requests:

There are currently 17 space requests under review, broken down into:

- Fall 2019: 6 requests
- Spring 2020: 4 requests
- AY2020/2021: 7 requests

Timeline status:

- The MBUs submitted their space requests for this current call, which closed on 2/19/21.
- The Division leads (Sherie Gordon, Provost Capps and Jason Meriwether) are now reviewing the space requests within their divisions, and will conclude review on 3/5/21. The Division leads have the USFAC rubric to aid in review.
- Associated Students will then have one week to review all of the advancing space requests, and will provide comment by 3/12/21.
- USFAC review will start independent on 3/15/21, then the USFAC meeting on 3/19/21 will be solely dedicated to space request review as a group (unless an emergency comes up). USFAC will provide allocation recommendations to the URPC on 3/26/21.

Communications Subcommittee:

Members of the USFAC Communications Subcommittee held two space request process training sessions: one with the MBU and Division leads on 2/5/21 and the second with the Associated Students Board on 2/12/21. Both presentations focused around the space request process as a whole, and their unique roles in that process.

Presentations locations: [MBU/Division presentation](#) and [AS presentation](#)

Key question and comments included:

- Can the rubric account for space flexibility? (Cyril)
- Is there an inventory of available space? Where can a person see available space? (Rosamel and Keelye)
 - Answer: At one point we had a list of all vacated space (football space - easy to know). We may not know all of the truly vacated spaces at the point of space call initiation. We want to be flexible and see these emerging spaces still available to allocate during the current call. Space vacancy is very fluid and fluctuates, so we've shied away from posting it. So we ask instead for a list of highest priority and we will try and find those spaces that match best.
- Perhaps since we've shrunk our FTE, there are more open offices (Josh)
- Clarification requested regarding the MBU space request solicitation process, and how to submit the request. (Rosamel)
- How is MBU prioritization submitted to Space. (Rosamel)

- Answer: The prioritization can be metric (ranking), or it can be understood that any requests that make it through MBU to the Division are the top priorities. MBU is welcome to inform space@humboldt.edu the ranking, then Divisions can review based on that.
- Any plans to expand USFAC to include more AS members - only 2 AS out of 15.
 - Answer: Senate controls membership of the group. We will ask Mary Watson what the path is to update the membership. (AS member)

Space Policy Implementation Process Subcommittee:

The final draft is almost complete and will be ready for USFAC review soon.

Next steps:

- Space Requests:
 - Propose comms updates for next cycle including dates (Fall 2021)
 - Modifications to request form (word limits),
 - Add'l training for implementation process (plan for after this cycle is completed)
- Replace Holly Martel, Director of Academic Resources, on both USFAC and Communications Subcommittee