

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 03/5/21, 11:00AM-12:00PM

Present: Michael Fisher, Liz Whitchurch, Deirdre Clem, Franziska Daumberger, Steve St. Onge, Bella Gray, Beth Eschenbach, Genvieve Marchand, Sherie Gordon, Travis Fleming, Bethany Rizzardi, Josh Callahan, James Woglom, Wendy Sotomayor, Dale Oliver, Cassidy Banducci, Katie Koscielak, Kelly Kime

Not Present: A.M. Huber

1. Previous Meeting Notes

- a. No comment on [January 22, 2021 minutes](#)
 - i. Approved, see 6.a. below
- b. No comment on [February 19, 2021 update](#) document (meeting was cancelled; update in lieu of minutes)

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
 - i. Sherie Gordon and James Woglom will prepare for the Senate reporting on March 16th Senate meeting
 - ii. Previous Senate report-outs included how USFAC was officially reporting to the Senate and how the committee structure was modified/solidified.
- b. Welcome Bethany Rizzardi as Academic Affairs ex-officio representative designated by the Provost
- c. Vacant seat (previously Holly Martel)
 - i. Communications Subcommittee:
 1. Liz described the committee goals and details, and the next goal is to get the word out to the campus community regarding the updated Space Policy Implementation Process Guide document.
 2. Bethany Rizzardi is interested to be a member of this subcommittee.

3. USFAC Subcommittees

- a. Space Policy Implementation Working Group - Mike Fisher
 - i. [Space Policy Implementation Process Draft](#)
 1. Reviewed committee comments on the draft and made modifications as necessary.

4. Space Request Submissions

- a. Fall 2019, Spring 2020 and AY 2020/2021 Space Requests
 - i. Timeline
 - ii. USFAC role/expectations, rubric practice

1. The fourteen space requests have been split into three USFAC groups of five voting members each. Each of the three groups has 9-10 space requests to review. Each space request will be reviewed by two groups.
 2. It would be efficient if every individual reviewed their group's request list prior to their group meeting, and prior to the USFAC meeting on the 19th.
 3. Stephen St. Onge to organize Group 1. Sherie Gordon to organize Group 2. Mike Fisher to organize Group 3.
- iii. Review scoring calculations in rubric.
 - iv. Some older submissions have extra documentation and written discussion in the space requests that doesn't exactly fit with the current rubric. The committee decided to move forward with the existing format that the requests are in and won't ask the requestors to resubmit under the new form. The group can reach out to the original submitter for additional info on older requests if necessary for points of clarification.
 - v. No zero or half scores (the rubric formatting does not allow)
 - vi. The USFAC will start reviewing the requests on Monday the 8th

5. Space Management - none

6. Action Items

- a. January 22, 2021 minutes approved

7. Special Topics - none

POTENTIAL FUTURE TOPICS

- Determine, in partnership with URPC, funding for instructional spaces (Holly)
- SFDB Update
- Physical Master Planning
- Cal-Poly Self Study

ATTACHMENTS & LINKS

- [January 22, 2021 meeting minutes](#)
- [February 19, 2021 meeting update](#) (in lieu of meeting minutes)

REMINDER- Next USFAC meeting is Friday, March 19, 2021 11:00 AM -12:00 PM, Zoom Meeting