

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 03/19/21, 11:00AM-12:00PM

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

Not Present: Bella Gray, Amanda Huebner

1. Previous Meeting Notes

- a. [March 5, 2021 meeting minutes](#) attached for approval
 - i. Approved, see 4.a. below

2. USFAC Subcommittees

- a. Space Policy Implementation Working Group - Mike Fisher
 - i. Approve [Space Policy Implementation Process and Guide](#)
 1. Approved, see 4.b. below

3. Space Request Submissions

- a. Review Fall 2019, Spring 2020 and AY 2020/2021 Space Requests
 - i. [Summary List](#)
 - ii. [Rubric](#)
 - iii. Discussion on space requests
 1. Review specific space requests with wide deviations between groups
 2. Discussion around divisional allocation
 3. Recommendations on space matches will be presented by PDC/Mike Fisher on 3/26/21.
 - iv. Discussion on possible space request process modifications and improvements:
 1. What is the process for addressing or blending the recommendations from Associated Students? There is a break in process related to this that will be remedied for the next space call. USFAC may need to give AS more time to review space requests next time. Deirdre Clem to ask AS how much time they would like ideally.
 2. USFAC could prepare a process document relative to rubric use, interpretation of space requests, and scoring protocol. Question whether we should assess the space request proposals at face value or on personal knowledge or assumptions about the specific requests.
 3. Need to address how to score older structures of space requests against the current rubric. This will be addressed for the next space call. A solution would

be to ask the requestor to resubmit their request with the latest form, so it is consistent with the rubric.

4. The space request review timeline should be reviewed and allow more or less time for each review step, as warranted.
 5. Liz added a scatter chart to the rubric summary to view the deviation per space request across both group scores.
 6. Should the rubric be provided to space requestors prior to submittal so they understand the judging standards?
 7. Re-submittal of older requests so they are consistent with the current rubric?
 8. When does PDC get involved and how do we eliminate potential bias for the voting members if PDC has been previously involved?
 9. How does teleworking fit in relative to how we review requests as campus policy might be changing in the future when on-campus repopulation resumes.
- v. Next steps:
1. Deirdre Clem to inform all of USFAC via email that the USFAC has not made space allocation decisions during this meeting and not hold on discussing the requests outside of this committee until we meet again on the 26th
 2. Co-Chair Gordon requested to extend the 26th meeting to two hours instead of one hour
 3. Co-Chair Eschenbach requested Deirdre Clem create a google doc for the committee to add their space request process modifications and improvements ideas

4. Action Items

- a. March 5, 2021 Minutes approved
- b. Space Policy Process and Guide approved by ten voting members (quorum)

ATTACHMENTS & LINKS

- [March 5, 2021 meeting minutes](#)

REMINDER- Next USFAC (special) meeting is Friday, March 26, 2021 11:00 AM -1:00 PM, Zoom Meeting