

# HUMBOLDT STATE UNIVERSITY

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## University Space & Advisory Committee

### Minutes

#### University Space & Facilities Advisory Committee

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

**MEETING TIME:** Friday, 03/26/21, 11:00AM-1:00PM

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

**Not Present:** Amanda Huebner, Bella Gray

#### 1. Previous Meeting Notes

- a. March 19, 2021 meeting minutes attached for approval
  - i. Approved see 4.a. below

#### 2. Space Request Submissions

- a. Review Fall 2019, Spring 2020 and AY 2020/2021 Space Requests
  - i. Request Summary List
  - ii. Rubric Summary
  - iii. Recommendations and Space Allocations
    1. Deliberated each space request and Planning Design, and Construction Unit provided proposed space allocation matches. Each space request was voted on by 15 voting members. A USFAC quorum vote is at least 8 voting members. The subject of each vote is underlined as the recommendation. Vote count follows the vote outcome.
      - a. Request #22 Lactation Space in LAPT - USFAC recommends introducing a lactation space in NHE 117. Vote yes quorum (12 yes) This space is not a vacated space but was identified as an optimal space for a lactation room by Facilities Management. Currently the orientation program uses this space for program storage. Facilities Management will work with the current occupants of NHE to find suitable alternate storage locations. The NHE\_117 space is within good proximity to the requested space in Little Apartments off of the Library Plaza. Additionally, NHE\_117 was identified with a long term lactation room implementation plan in accordance with recent state legislation. USFAC feels this recommendation will satisfy the request and mandated planning.
      - b. Request #75 Student Union, Request # 81 AS Officespace and AS Core Programs, and Request #82 EM Cross Dept UC and NHE - USFAC recommends reserving vacated space in Nelson Hall and University

Center buildings for the purposes of further planning with these three proposals, and no allocation at this time. Vote yes quorum (12 yes)

USFAC reviewed the individual proposals and considered the three in relation to one another. USFAC unanimously agreed that the vacated space in the former University Center building should be used for the intent of the proposals. Additionally, the USFAC agreed that the proposals need further coordination to develop the various programs and space requirements. Facilities Management will commit to continue its work with campus stakeholders, including our students, to develop a robust student centric program that will populate the space accordingly. The quantity of vacated space to allocate was unclear given these considerations and may include a mix of vacated space in Nelson Hall and University Center Buildings, therefore, reserving the space for further development is the recommendation. The USFAC will allow for approval of allocation of vacated space on any future USFAC agenda related to these proposals and the requestors will not need to wait for the next space request call cycle. Note: cabling infrastructure in UC building is limited. May need closets to support connectivity needs.

- c. **Request #29 Chemistry Lecture Office** - USFAC recommends the upcoming Jenkins Hall improvements for open work concept may be used as additional space within the college for the purposes of workspace reassignments. Vote yes quorum (11 yes)  
Timing and quantity verified with the college dean.
- d. **Request #71 Temporary Replacement for JH 214** - USFAC recommends GH\_114 for temporary Lab Space during the Jenkins Hall build time frame (through Fall 2022). Vote yes quorum (8 yes, 1 abstain)  
Permanent Lab Space may return to Jenkins Hall post construction.
- e. **Request #69 Project Rebound Office and Student Workspace** - USFAC does not recommend vacated space at this time. Vote yes quorum (11 yes)  
Based on the request, it was unclear that physical space is currently needed and appeared to be contingent on the award of a grant. The USFAC believes there is adequate vacated space available to provide accommodation for this function but hesitates to allocate on speculation. Facilities Management will work with the requestor to develop timelines to support the proposer.
- f. **Request #35 Dedicated Emergency Operations Center Location** - USFAC does not recommend vacated space at this time. Vote yes quorum (10 yes, 1 no)  
The Emergency Operations Center currently resides in SBS\_179 and is a shared space. The developed program within SBS\_179 includes priority scheduling for EOC functions. Facilities Management and SBS\_179 stakeholders will work together to ensure there is a working solution in this shared space.

- g. **Request #52 Teaching Computer Lab & Conference Center - USFAC does not recommend vacated space at this time.** Vote yes quorum (10 yes, 1 abstain)  
The USFAC does believe there is a need for program facilitation as illustrated by the proposer. Additionally, Facilities Management and Information Technology Services will work with the requestor to identify existing computer lab space that may be reserved for the purposes as illustrated by the proposer.
- h. **Request #74 CAHSS Applied Anthropology and Cultural Resources Facilities - USFAC recommends reserving vacated space in Behavioral and Social Science Building for the purposes of further planning with the requester, and no allocation at this time.** Vote yes quorum (10 yes, 1 abstain)  
Facilities Management will work with the requestor to fully develop space needs in scale and scope to determine if all vacated space in BSS suites 148 and 154 will be required. The USFAC will allow for approval of allocation of vacated space on any future USFAC agenda related to these proposals and not wait for the next call cycle.
- i. **Request #72 Dance Program Student and Support Space - USFAC does not recommend vacated space at this time.** Vote yes quorum (9 yes)  
There is no vacated space identified in the proximity required for the purposes illustrated in the proposal. Facilities Management will work with the requestor on other possible solutions including the use of GH\_115 (theater dressing room).
- j. **Request #73 TRIO Ed Opportunity Center Officespace - USFAC recommends reserving vacated space in the Nelson Hall Building relative to requests 75, 81, and 82 as those may have impacts on the same space and no allocation at this time.** Vote quorum yes (9 yes)  
The USFAC will allow for approval of allocation of vacated space on any future USFAC agenda related to these proposals and the requestors will not need to wait for the next space request call cycle.
- k. **Request #56 Accounting Storage Space - USFAC does not recommend vacated space at this time.** Vote yes quorum (8 yes)  
Facilities Management will work with the requestor to accommodate space needs within their current footprint.
- l. **Request #39 Office Space for Drs. Gold & Howe (Psychology) - USFAC does not recommend vacated space at this time.** Vote yes quorum (11 yes)  
Pursuant to the Space Policy Process and Guideline, the USFAC recommends the Division work with the colleges to ensure no space solutions for office space exist within the current Academic Affairs portfolio for reassignment.

### 3. Space Request Process

- a. Discuss process improvement - not addressed

### 4. Action Items

- a. March 19, 2021 minutes approved

**ATTACHMENTS & LINKS**

- [March 19, 2021 meeting minutes](#)

**REMINDER- Next USFAC meeting is Friday, April 2, 2021 11:00 AM -12:00 PM, Zoom Meeting**