

# 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, 04/02/21, 11:00AM-12:00PM

**Present:** Deirdre Clem, Michael Fisher, Liz Whitchurch, Bella Gray, Josh Callahan, Steve St. Onge, Beth Eschenbach, Jim Woglom, Bethany Rizzardi, Travis Fleming, Cassidy Banducci, Kelly Kime, Katie Koscielak, Wendy Sotomayor, Kristen Stegeman-Gould, Franziska Daumberger

**Not Present:** Amanda Huebner, Genvieve Marchand, Dale Oliver, Sherie Gordon

#### 1. Previous Meeting Notes

- a. [March 26, 2021 meeting minutes](#) attached for approval
  - i. Space Request recommendations language is included in the minutes and will be used for campus community correspondence.
  - ii. Modify minutes to clarify the voting quorum details. Indicate that a quorum is at least 8 voting members.
  - iii. Modify minutes to include summary of votes for each space request
  - iv. Modify minutes to include present and not present members
  - v. March 26, 2021 Minutes are approved with modifications listed in 1.a.ii-iv

#### 2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
  - i. Beth Eschenbach gave the Senate a report on the space allocation process on 3/30/21
  - ii. AS Requested more time to review space requests for the next call
- b. Vacant seats
  - i. Naming Committee; [Policy](#) P18-02
    1. The Naming Committee needs new appointments that are available for at least two meetings before the end of this semester. Sherie Gordon has recommended Katie Kocielak as Staff Council representative, and Franziska Daumberger as Associated Students representative. Franziska Daumberger is taking a leave of absence in the Fall 2021 and Spring 2022, so will need an alternate from Associated Students and cannot accept membership on the Naming Committee. Katie Kocielak has accepted.
    2. Deirdre Clem has been tasked to solicit one faculty and one emeritus member and will work with the Senate Appointments Committee and Emeritus Faculty Association.
    3. It was clarified that the Emeritus and Senate committee members will not join USFAC.
    4. Jim Woglom recommends contacting Jill Anderson to confirm the Naming Committee definition as a subcommittee of USFAC . May need to modify the Naming Committee status and relationship to USFAC.

### 3. USFAC Subcommittees

- a. Space Policy Implementation Working Group - Mike Fisher
  - i. Guidelines were approved by USFAC on 3/19/21, and the URPC has reviewed it. Jim Woglom said that Anthony Baker, member of URPC, indicated that research space alternations in CNRS is not tracked as well as it could be. Mike Fisher will work with Anthony Baker regarding this.
- b. Communications Subcommittee - Liz Whitchurch
  - i. The next step for communicating out the space request status includes:
    1. Coordinate meetings with the space requesters who did not receive a space allocation. Planning, Design and Construction (PDC) will assist the requestors in modifying their request for future USFAC review (Deirdre Clem to coordinate)
    2. Email the space requesters who were allocated a request with the status of their request and the next steps (Deirdre Clem to coordinate).
    3. Update the website to include the updated Space Policy Process and Guideline (Deirdre Clem to coordinate).
    4. Deirdre Clem will submit a portal message to the entire campus regarding our status of this space request call, as well as providing a link to our updated Space Policy Process and Guideline document. A weekly notice will also be sent out to the campus community.
  - ii. A training for Division and MBU leads will be forthcoming regarding the Space Policy Process and Guideline. Co-chair Eschenbach is interested in updating the USFAC website. This will be discussed during USFAC's next meeting on 4/16/21.
- c. Landscape Working Group - Liz Whitchurch
  - i. Liz Whitchurch is preparing a tree maintenance program. Some trees will be removed on campus in the next couple of months. Expert contractors have assessed the health and safety of the trees. The campus trees were reviewed by the Landscape and Tree Advisory Committee and all recommendations for tree removal were supported. More details are forthcoming regarding significant tree maintenance locations and timing.
    1. A USFAC member asked what the campus-wide communication will be for this effort? Franziska Daumberger recommended posting flyers for students to see in the areas of the tree removal area. Liz Whitchurch indicated that there will be signage and caution tape. Campus-wide communication is to be determined.

### 4. Space Request Process

- a. Discuss Space Request Process
  - i. [Process Modifications Document](#)
    1. The AY20-21 space request didn't include enough PDC pre-consultation and the next call will include this
    2. The needs statement is unclear on the webform. It ties back to the rubric which will also likely be modified.
    3. Mike Fisher is going to meet with all of the requesters on behalf of PDC and USFAC to close the loop on the AY20-21 space request call (see 3.b. above).

### 5. Space Management - none

- a. Vacated space

- b. Allocation changes
- c. Capacity changes

**6. Action Items**

- a. [March 26, 2021 meeting minutes](#) approved with modifications listed in 1.a.ii-iv

**ATTACHMENTS & LINKS**

- March 26, 2021 meeting minutes

**REMINDER- Next USFAC meeting is Friday, April 16, 2021 11:00 AM -12:00 PM, Zoom Meeting**