**AGENDA**

**Facilities Management**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_405**

**MEETING TIME: 1:00-2:30pm, Friday, November 09, 2018**

1. **October 12, 2018 Meeting Notes Approvals**
2. **AY1819 USFAC Details**
   1. One or two-year terms for appointed USFAC positions - TBD
3. **USFAC Subcommittees**
4. Landscape Working Group – Update from Jeanne
5. Naming Committee – updated website with members. Note that membership is defined in an HSU Policy (<https://policy.humboldt.edu/uml-05-01-policies-and-procedures-naming-facilities-humboldt-state-university-and-california>). Potential need to update policy in USFAC and submit to URPC/Cabinet/Senate.
6. Facilities Scheduling Committee – Update from Doug/Jeanne
7. Facilities Use Group - Update from Jeanne
8. Vacated Space Working Group
   1. Last meeting was 11/6/18. See attached draft charge/membership. Update from Mike.
9. **Space Management Issues**
   1. **Monthly Vacated Space Summary (October)**
      1. None to report
   2. **Monthly Capacity Change Summary (October)**
      1. None to report
   3. **Monthly Space Reallocation Requests (October)**
      1. Reallocation of NR\_108 was made from Forestry to Environmental Science Management by CNRS Dean’s Office.
      2. ESM requested more office space and more department-dedicated teaching space.
      3. NR\_224 is currently a special case – Liz to report.
   4. **Monthly Space Use Change Summary (August)**
      1. Update on progress of Space Reports for Environmental Science Management, Forestry & Wildland Resources, and Oceanography. – NR\_108 discussion.
      2. SH\_211 Dean of Students Office remodel
   5. Update on Space Policy Implementation plan and Space Services Request webform for campus use – Spring 2019 (?)
      1. Action required - Finalize draft form of implementation plan for publication on USFAC website – referenced in the roll-out of the space services request form.
      2. Liz explains delay and plan for webform roll-out
   6. Discuss possible USFAC role in opening up exclusive use spaces for multiuse for campus
      1. Including conference rooms & classrooms, etc…
   7. Update on campus space topics
      1. Classroom furniture issues
         1. Much of our classroom furniture is nearing the end of it’s lifecycle. When common teaching spaces need furniture refreshes, where is that budgeted? Does USFAC have a role to play in ensuring students have appropriate classroom furniture?
         2. Many spaces do not have adequate seating because users are moving tables and chairs between spaces – sometimes outside of building. Can USFAC help motivate change and/or awareness of this issue?
10. **Master Plan Update** – Mike to update group
11. **Capital Outlay Plan** – No updates
12. **Other Space & Facilities Issues**
    1. Facilities Management Cost Recovery Policy – Facilities Management has re-worked the definition of “baseline services”. This document outlines which services are billable to departments and which are covered with base funding. Cabinet has asked the USFAC to review the draft document
    2. Monitors in Public Areas – looking for a standardization of campus use of LED monitors in the hallways outside department offices. There is one request for the installation of such for the Econ Department.
    3. Art Quad Marquee – Request was made for digital marquee outside TA building to promote certain campus events. Does USFAC need to weigh in on this?
    4. Building Coordinators & Building Open Times.

**FUTURE AGENDA ITEMS**

* Private Use Reporting & Research Space Tracking
* Formalization of our Mural approval process and guidelines
* Space Type Definitions
* Space Use Calculations
* Space Utilization Models – ASF/FTE Model and the Station Count Model
* Extension of FM Project prioritization process to include horizontal priorities

**ATTACHMENTS & LINKS**

* October 12 Meeting Minutes
* Vacated Space Subcommittee Charge & Membership
* Draft Space Policy Implementation Document
* FM Cost Recovery Policy

**REMINDER- Next Possible Focused USFAC meeting November 30, 2018, 1:00-2:00PM, SBS\_405. Next Full USFAC meeting is December 14, 2018, 1:00-2:30PM, SBS\_405.**