**AGENDA**

**Facilities Management**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_405**

**MEETING TIME: 1:00-2:30pm, Friday, January 11, 2019**

1. **Time Certain 1:00 Building Coordinators – Guest Kim Comet**
	1. An overview of the current Building Coordinator role will be compared to current Building Evacuation Team members. Kim Comet will provide feedback on a proposed road forward for updating the BC role.
2. **November 30, 2018 Meeting Notes – Focused meeting re: FM Cost Recovery Draft Policy**
	1. Summarize primary concerns identified by those present at this meeting
	2. Discuss next steps
	3. Approve meeting minutes
3. **AY1819 USFAC Details**
	1. Welcome Duncan Robins – President’s Office appointment
	2. One or two-year terms for appointed USFAC positions – Update from Mary Watson: 1 Year Appointments.
	3. URPC meetings will overlap with USFAC after spring break, similar to what happened after Thanksgiving. Should we try to reschedule USFAC meeting times after Spring break to compensate? Bring your calendars.
4. **USFAC Subcommittees**
5. Landscape Working Group – Update from TC
6. Naming Committee
	1. Craig Wruck agreed to review the charge and membership of the committee, which meets on an as-needed basis.
	2. He was open to the idea of including two new staff support members – MarCom Creative Director and Planning, Design & Construction Director.
7. Sports Facilities Scheduling Committee – Update from Jeanne
8. Facilities Use Group - Update from Jeanne (see attached draft charge)
9. Vacated Space Working Group – Update from Mike
10. **Space Management Issues**
	1. **Monthly Vacated Space Summary (November/December)**
		1. None to report
	2. **Monthly Capacity Change Summary (November/December)**
		1. None to report
	3. **Monthly Space Reallocation Requests (November/December)**
		1. None to report
	4. **Monthly Space Use Change Summary (November/December)**
		1. Space audits completed for NR, FR, and SH. Reports to follow.
			1. Brief summary of Space Issues relating to NR. What is the USFAC’s role in addressing these issues?
	5. Discuss possible USFAC role in opening up exclusive use spaces for multiuse for campus
		1. Including conference rooms & classrooms, etc…
	6. Update on campus space topics
		1. Classroom furniture issues
			1. Much of our classroom furniture is nearing the end of the 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? (Classroom refresh project)
			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 as the new semester starts?
11. **Physical Master Plan Update** – Mike to update group
12. **Capital Outlay Plan** – No updates
13. **Other Space & Facilities Topics**
	1. SFDB Space Type Definition Overview
	2. Space Use Calculation Demonstration (classrooms)

**FUTURE AGENDA ITEMS**

* IAPB – Review proposed process and discuss role of USFAC within that framework
* Private Use Reporting & Research Space Tracking
* Formalization of our Mural approval process and guidelines
* Space Utilization Models – ASF/FTE Model and the Station Count Model
* Extension of FM Project prioritization process to include horizontal priorities

**ATTACHMENTS & LINKS**

* Building Coordinator current list of duties ([FM Website](https://facilitymgmt.humboldt.edu/building-coordinators))
* Facilities Use Group Subcommittee Draft Charge
* November 30, 2018 Minutes (Special meeting to discuss FM Cost Recovery Draft Policy)
* Space & Facilities Data Base (SFDB) Space Type Definitions (from the Chancellor’s Office)

**REMINDER- Next Focused USFAC meeting scheduled for January 25, 2019, 1:00-2:00PM, SBS\_405. Next Full USFAC meeting is February 8, 2019, 1:00-2:30PM, SBS\_405.**