**AGENDA**

**Facilities Management**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_405**

**MEETING TIME: 1:00-2:30pm, Friday, February 8, 2019**

1. **January 25, 2019 Meeting Notes** (1:00-1:10)
	1. Approve meeting minutes - Review main points from FM Cost Recovery discussion
2. **AY1819 USFAC Details**
	1. Meeting times were updated after spring break to avoid overlap with URPC.
3. **USFAC Subcommittees** (1:10-1:20, not including 3.e)
	1. Landscape Working Group – No update
	2. Naming Committee
	3. Sports Facilities Scheduling Committee – Update from TC
	4. Facilities Use Group – Update from Jeanne
	5. Vacated Space Working Group discussed below in 4.a.)
4. **Space Management Issues** (1:20-2:00)
	1. Vacated Space Working Group
		1. Review Vacated Space Working Group minutes from 2/5/19 meeting (attached)
		2. Review proposed RFP, rubric, request form for vacated space reallocation – Football
		3. Discuss timeline and potentially vote on moving forward with RFP
	2. Lactation accommodations (see attached AE Bulletin from state)
	3. Example of a Building Space Report
		1. Future FacilitiesLink automated Report – update on discussions with MetaBIM
	4. TFD programming in Theatre Arts building after the Seismic retrofit project.
		1. When are space-type change approvals given by USFAC? How does the USFAC approval play into the larger programming effort by the project management team and stakeholders? Timing?
	5. Classroom furniture issues
		1. Classroom furniture project for summer 2019
		2. Utilization Calculations (see attached Draft Building Space Report)
		3. Funding plan for furniture refresh in different space types – USFAC role?
		4. Disappearing classroom furniture – USFAC role?
5. **The future of Building Coordinators on our campus** (Time Certain 2:00 Kim Comet)
	1. Discuss proposed changes in responsibilities/title for this role on campus.
	2. Discuss proposed processes for setting building open/close times and access control.
	3. If approved, decide on timeline for changes. Discuss roll-out and training.
6. **Physical Master Plan** – Update from Mike (2:20-2:25)
7. **Capital Outlay Plan** – No updates

**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

**ATTACHMENTS & LINKS**

* Minutes from 1/25/19 USFAC Focused meeting on FM Cost Recovery Policy
* Minutes from 2/4/19 Vacated Space Subcommittee (docx)
* Draft Vacated Space RFP (RFP University Space… docx)
* Link to Draft [Space Request Webform](https://facilitymgmt.humboldt.edu/vacated-space-reallocation-request-form)
* Draft Rubric for scoring RFP responses (Vacated Space Rubric.xlsx)
* Floorplans (VacatedSpaceFloorPlans.pdf) of spaces for reallocation highlighted
* State of California "lactation accommodations" - see page 7 (AE Bulletin 2019-01...pdf)
* Draft SH Building Report with notes (pdf)
* Proposed Building Coordinator changes (USFAC presentation...docx)
* CSU Building Coord 2017 Memorandum (EM building coord.pdf)

**REMINDER- Next focused USFAC meeting is February 22, 2019, 1:00-2:00PM, SBS\_405. Next full USFAC meeting is March 8, 2019, 1:00-2:30, SBS\_405.**