**AGENDA**

**Facilities Management**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_405**

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

1. **February 8 and February 22, 2019 Meeting Notes**
	1. Approve meeting minutes - Review main points from Vacated Space discussion (2/22/19)
2. **AY1819 USFAC Details**
	1. Student reps
3. **USFAC Subcommittees**
	1. Landscape Working Group
	2. Naming Committee
	3. Sports Facilities Scheduling Committee
	4. Facilities Use Group
	5. Vacated Space Working Group - Discussed below in 4.b.
4. **Space Management Issues**
	1. Math Space Swap – Space-type change proposed (added after agenda was circulated)
		1. Self-Instruction Lab (BSS\_316A) to Lecturer offices
		2. Research Space (BSS\_312 – which was being used as Lecturer offices) to Self-Instruction Lab for Math and Computer Science
	2. Vacated Space Working Group
		1. Request for proposals update
		2. Athletics is being asked to organize tours
	3. Lactation accommodations (see attached AE Bulletin from state)
		1. University Senate involvement – Policy
	4. Example of a Building Space Report
		1. Future FacilitiesLink automated Report – update on discussions with MetaBIM
	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. **Physical Master Plan** – No Update
6. **Capital Outlay Plan** – Update from Mike

**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 2/8/19 & 2/22/19 USFAC Meetings
* Link to [formal RFP Vacated Space announcement](https://facilitymgmt.humboldt.edu/university-space-and-facilities-advisory-committee) from 3/1/19
* State of California "lactation accommodations" - see page 7 (AE Bulletin 2019-01...pdf)
* Draft SH Building Report with notes (pdf)

**REMINDER- Next USFAC meeting is planned for 4/5/19, and it’s planned to be a full USFAC meeting, 1:00-2:30, SBS\_405. The focused group meeting was canceled due to spring break.**