**AGENDA**

**Facilities Management**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_405**

**MEETING TIME: 1:00-2:30pm, Friday, May 3, 2019**

1. **April 5 & April 19 Meeting Notes (update on Vacated Space process)**
2. **AY1819 USFAC Details**
   1. Meetings over summer - scheduled
3. **USFAC Subcommittees**
   1. Landscape Working Group
   2. Naming Committee
   3. Facilities Use Subcommittee
   4. Vacated Space Working Group
4. **Capital Outlay Plan** – Update from Mike
5. **Space Management Issues**
   1. Vacated Space
      1. Requests for FWH & WAGH & Hilltop Marketplace – Process
      2. Requests for other locations that were not included in Football space
         1. Request 15 – SPF request in SBS
         2. Request 22 – Lactation Station near Library Circle
   2. Campus Key Policy – Building Coordinator update
   3. Building Space Reports – NR & FR
      1. NR\_108 space type update – Action needed.
      2. ITS office spaces in NR – No action expected at this time
   4. SFDB Update
      1. Private Use Reporting
      2. Custodial Square Footage
      3. SFDB Difference report
         1. Classroom capacity updates.
   5. Classroom furniture issues
      1. Classroom furniture project for summer 2019
         1. Related topic - Allocation of “Lecture space”.
            1. BSS\_162 Native American Forum allocation.
            2. Other lecture spaces that are allocated but maybe shouldn’t be?
      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?
6. **Physical Master Plan** – Update from Mike

**FUTURE AGENDA ITEMS**

* IAPB – Review proposed process and discuss role of USFAC within that framework

**ATTACHMENTS & LINKS**

* Minutes from 4/5/19 & 4/19/19 USFAC Meetings (docx)
* Building Report (pdf)
* Campus Key Policy Draft ([link](https://docs.google.com/document/d/1tLTTEx3XgVPa_X1N2Pbr_czvWPm0ygMUXD7dxmzbqtQ/edit?usp=sharing))

**REMINDER- Next USFAC meeting is planned for 5/24/19, 1:00-2:30, SBS\_405.**