**AGENDA**

**Facilities Management**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_405**

**MEETING TIME: 1:00-2:30pm, Friday, May 24, 2019**

1. **May 3 Meeting Notes**
2. **AY1819 USFAC Details**
   1. Revisit Membership turnover
   2. AY1920 USFAC scheduling requests?
3. **USFAC Subcommittees**
   1. Landscape Working Group
   2. Naming Committee
   3. Facilities Use Subcommittee
   4. Vacated Space Working Group
4. **Space Management Issues**
   1. Vacated Space
      1. Announcement on previous RFP is expected. Timeline unknown.
   2. Campus Key Policy – Building Coordinator update
   3. Classroom furniture issues
      1. Classroom furniture project for summer 2019
      2. Utilization Calculations (see attached Draft Building Space Report)
      3. Disappearing classroom furniture – USFAC role?
5. **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 5/3/19 USFAC Meetings (docx)
* Campus Key Policy Draft ([link](https://docs.google.com/document/d/1tLTTEx3XgVPa_X1N2Pbr_czvWPm0ygMUXD7dxmzbqtQ/edit?usp=sharing))

**REMINDER- Next USFAC meeting is planned for 6/21/19, 1:00-2:30pm, SBS\_405**