**AGENDA**

**University Space & Advisory Committee**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: ~~SH\_222 (CCR) SBS\_179~~ NHE\_113**

**MEETING TIME: ~~3:00-4:30pm, 3:45-5:00pm, 10/25/19~~ 3:00-4:00pm 11/08/19**

1. **Meeting Notes**
	1. September 27, 2019
	2. October 4, 2019 – Focused meeting on Vacated Space Process
2. **AY1819 USFAC Details**
	1. Confirmation of single student member by HSUAS – Caitlyn Taylor-Walker
3. **USFAC Subcommittees**
	1. Landscape Working Group
	2. Naming Committee
	3. Facilities Use Subcommittee (met 10/14/19 – Jeanne report out)
4. **Key Policy update** Time Certain 4:00-4:30 – Guest Amber Blakeslee
	1. 1st URPC review was 10/18/19
5. **Space Management Issues**
	1. Lactation Space Proposals
	2. Update on Space Request Form – Roadshow and use so far (reminder of 11/1/19 review date)
6. **FM Projects**
	1. Process for Project intake, prioritization, scheduling
	2. Relating the FM Project list to our Campus Capital Outlay Plan
7. **~~FM Cost Recovery Policy~~** ~~(if time)~~

**ATTACHMENTS & LINKS**

* Minutes from 9/27/19 USFAC Full Meeting ([link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CMeeting%20Minutes%5C190927_USFAC_Minutes.pdf))
* Minutes from 10/04/19 USFAC Focused meeting on vacated space ([link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CMeeting%20Minutes%5C191004_USFAC_Minutes_VacatedSpace.pdf))
* Campus Key policy ([link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CPolicies%5CActiveDraft_HSU_Key_Policy_191022.gdoc))
* Lactation Station Proposal ([link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CMeeting%20Documents%5C190927_LactationProposal%5CLactation%20Rooms%20with%20Costs%20190910.pdf))
* FM Project Definition ([link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CMeeting%20Documents%5C191025_FMProjectProcess%5CProject%20Definition%20190524.pdf))
* FM Project Process Flowchart ([link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CMeeting%20Documents%5C191025_FMProjectProcess%5CHSU_Project%20Process_Flowchart.pdf))
* Active Project list (191007 update - [link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CMeeting%20Documents%5C191025_FMProjectProcess%5C_OFFICIAL_Active%20Project%20List_191007%20DNC.xlsx))
* Draft FM Cost Recovery Policy ([link](file:///G%3A%5CShared%20drives%5CUniversity%20Space%20%26%20Facilities%20Advisory%20Committee%20%28USFAC%29%5CPolicies%5CFM%20Chargeback%20Policy%20Draft%20%28191023%29.gdoc))

**REMINDER- Next Focused USFAC meeting is planned for 11/22/19 Topic = Vacated space request review 3-4:30pm CCR**