**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:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Minutes\190927_USFAC_Minutes.pdf))
* Minutes from 10/04/19 USFAC Focused meeting on vacated space ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Minutes\191004_USFAC_Minutes_VacatedSpace.pdf))
* Campus Key policy ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Policies\ActiveDraft_HSU_Key_Policy_191022.gdoc))
* Lactation Station Proposal ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\190927_LactationProposal\Lactation%20Rooms%20with%20Costs%20190910.pdf))
* FM Project Definition ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\191025_FMProjectProcess\Project%20Definition%20190524.pdf))
* FM Project Process Flowchart ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\191025_FMProjectProcess\HSU_Project%20Process_Flowchart.pdf))
* Active Project list (191007 update - [link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Meeting%20Documents\191025_FMProjectProcess\_OFFICIAL_Active%20Project%20List_191007%20DNC.xlsx))
* Draft FM Cost Recovery Policy ([link](file:///G:\Shared%20drives\University%20Space%20&%20Facilities%20Advisory%20Committee%20(USFAC)\Policies\FM%20Chargeback%20Policy%20Draft%20(191023).gdoc))

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