

## Meeting Notes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** SBS\_405

**MEETING TIME:** 1:00-2:00AM, Friday, January 25, 2019

**PRESENT:** Randy Davis, Mike Fisher, Genevieve Marchand, Dave Nakamura, Jeanne Rynne, Dale Oliver, Steve St. Onge, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

**NOT PRESENT:** Kyleigh Becker, Josh Callahan, TC Comet, Doug Dawes, Bella Gray, Diana Lopez, Holly Martel

#### 1. Meeting Minutes

November 30 meetings – Approved

Jan 11 meetings – Approved

#### 2. Focused meeting RE: FM Cost Recovery Draft Policy

- a. Went over work codes and showed overall predicted impact on campus to charge for labor on vehicle maintenance.
- b. Talked about potential costs for departments regarding other services, including events.
- c. **The group requested the following from FM:**
  1. Need to define “normally scheduled services”.
  2. Need to define “large quantities” and/or replace “quantity” with “work volume” with regards to Facilities Support Services and when these services are billable.
  3. Need to define what baseline is, related to events.
  4. Determine amount needed to fully support academic events. Academic would be music, art, HOP, etc.
    - i. Doug will look more at the EO to make sure we are truly following it with respect to events. Liz to email these docs to Doug for review.
    - ii. Produce a better definition of an “event”. Look at the history of events scheduled for a department and if it’s related to core curriculum.
    - iii. Include on event list whether event would be covered or not under baseline.
- d. Duncan’s comments were noted regarding need to clearly lay out frequency of service in indoor and outdoor athletic spaces.
- e. This topic should come back to USFAC again once FM has the appendices outlining frequency and definitions created and billable vs. non-billable events listed.
- f. FM should reach out to departments for a list of typical events. We can get the list started and ask for feedback.

**FUTURE AGENDA ITEMS**

- Possible USFAC role in the conversation about Department controlled teaching spaces vs. All Campus Lecture spaces.
- Classroom furniture issues
- SFDB Space type definitions
- Space Use Calculations
- Physical Master Plan Update
- 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
- Space Utilization Models – ASF/FTE Model and the Station Count Model
- Extension of FM Project prioritization process to include horizontal priorities

**ATTACHMENTS & LINKS**

- November 30, 2018 and January 11, 2019 Minutes
- FM Cost Recovery Draft Policy

**REMINDER- Next Full USFAC meeting is February 8, 2019, 1:00-2:30PM, SBS\_405.**