

Meeting Notes

University Space & Facilities Advisory Committee

MEETING LOCATION: SBS_405

MEETING TIME: 1:00-2:30AM, Friday, February 8, 2019

PRESENT: Josh Callahan, TC Comet, Randy Davis, Doug Dawes, Bella Gray, Mike Fisher, Holly Martel, Dave Nakamura, Jeanne Rynne, Dale Oliver, Steve St. Onge, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

NOT PRESENT: Kyleigh Becker, Diana Lopez, Genevieve Marchand

1. Meeting Minutes

Approved – Liz to Send EO's relating to FM Cost Recovery Policy out to whole group.

Create a USFAC Team Drive (google) use this to share files. Migrate all T-drive USAFC info to google drive.

2. AY1819 USFAC Details

- a. Done

3. USFAC Subcommittees

- a. **Landscape** – scheduled meeting Feb 21
- b. **Naming committee**

1. Mike and Kristen met with Craig and talked about the following initiatives/goals:

- i. Create a guideline around what can be offered related to Philanthropic donations.
- ii. Physical limitations and sign standards for interior and exterior of particular rooms & corridors.
- iii. Guidelines for potential donors.

2. Craig plans to either come to USFAC or share info in some other way. There were questions around levels of funding that would be donor named. There aren't levels now. He will clarify.

3. Next Steps – Craig will take a first stab at outline and will be reviewed as team. Then the Naming Committee would be called together to do more work.

4. Timing – The hope is to have guidelines finalized by end of semester. They will get back together in next few weeks.

- c. **Sports Facilities Scheduling Committee**

1. TC sent an email out to members of the sports facilities scheduling group that were present at the December meeting. The email asked for clarification on 3 main major points/issues remaining to solve in this group. The communication asked if they could reach resolution by end of semester, or provide feedback on timing. Two

responses provided feedback, but not on the topic of the email. The 3 main issues were:

- i. Coming to agreement regarding hosting events. There is a resolution drafted.
 - ii. Indoor scheduling of dance areas – classified as either recreation or class use
 - a. Draft document was created (Traci and Volga)
 - b. Nested topic – further clarification of how space allocation plays into scheduling priorities. State vs. non-state? SRC and RWC areas.
 - iii. When equipment/infrastructure in shared spaces for those facilities needs replacement, who's responsible for that cost. Process for fund allocation to maintain/replace assets. Never formalized a draft guideline/resolution.
2. It's possible that Building Coordinator duties could be expanded to include hosting events, but this would need to be discussed with RISK group on campus.
 3. Remember we now have a space policy and implementation plan. We didn't when this group was initiated.
 4. Next Steps – move issues to Facilities Use Group
 - i. Hosting has been shared with RISK group. Scheduling information will be shared with other group.
 - ii. Noted - We gave the Sports Facilities Scheduling Committee the opportunity to weigh in, but no significant feedback was received.
 - iii. **Jeanne will send email out the group that we will sunset as of today.**
- d. Facilities Use Group
 1. Met recently – Walked through FacilitiesLink and Chancellor's Office (CO) room/space type list.
 2. We are going to look at more documents from CO about space types. Looking to define which spaces might need different types of prioritizations.
 3. We will be covering Utilization calculations and how CO uses them to influence funding choices for campus requests.
 - e. Vacated space working group (see below)
4. Space Management Issues
- a. Vacated Space Working Group – met a couple of times. Looking to satisfy request for proposal – components of RFP. Duncan and Mike met to talk about spaces included in the call for proposals.
 1. Group talked about the philosophy around what spaces are up for potential reallocation – what spaces are “vacant”. Section 6 – Allocation of Vacant or Newly Constructed Space.
 2. Space is considered vacated when there is a reduction in program size or elimination.
 3. Reporting is not yet in place yet – Space Services webform not yet in use.
 4. Quoted from Implementation plan - “Vacated space will be acknowledged by the Dean of the College or lead administrator for the MBU in which the department is located.”
 5. Vacated space working group identified all spaces that were allocated to Athletics, and assigned to Football.
 6. Suggestion was made by committee member – There are 3 basic questions that could/should be asked of the MBU before space is considered vacated:
 - i. What space will be vacated?

- ii. When will it be vacated?
 - iii. Has the current space allocation been optimized? (discussed further)
7. Everyone agrees that the process is new. It's being applied to a very visible example – Football. We may need to update the implementation plan at some point, but of course that depends on what the USFAC group decides.
8. Proposal – USFAC should have final say on what spaces are and aren't vacated. As a process, this is agreed upon, but noted that parts of the space policy implementation plan seem to have been skipped in this instance, according to Athletics.
9. Athletics synopsis
- i. FGYM space can/should be up for reallocation through the RFP process. Note that for the RFP, rooms 158, 153, 149, and 152 were not allocated to football, but used by that group.
 - ii. RWC – 121 and 120. Athletics has a significant need to use this space for multiple reasons. There are some title IX issues. There may be a few months before the football equipment goes away. There will be access issues to spaces around 121 if that space was reallocated. There is concern about moving too quickly on these spaces.
 - iii. There are still football players and the Football program has not ended. The football space should be still available for any use by athletics until it's "vacated".
10. Recommendation – make vacated space available outside athletics on May 23. Group agreed.
11. Group agrees that there needs to be better language around what is meant in the Vacated space section of the implementation plan.
12. Proposal – hold off on moving forward with reallocation of RWC space. Discussion ensued.
- i. Main point from athletics is that MBU should be given the opportunity to optimize space and determine what's vacant before it's put up for reallocation.
 - ii. Point was made that USFAC should hear MBU needs when vacated space comes up, but ultimately USFAC has the final say. The timing of this has made the conversation more difficult, in that we are working to get transparent reallocation. Need a triggering event – form? Space services webform.
13. Some suggested that we may want to include more details in the event of vacated space to involve MBU. If programs shift around, when is space officially "vacated"? We need a timeline and clear designation of which spaces should be in an RFP for reallocation. There is some concern that allowing the MBU to re-allocate newly available spaces prior to a vacated space designation would weaken the space policy.
- b. Call letter – Timeline
- 1. Should we end with President decision, or USFAC decision?
 - 2. Need to include this information to URPC. Next week will be presentation on call 2/15/19 to URPC by Michael and Liz. URPC will then communicate to senate.
 - 3. Duncan will have materials identifying MBU's planned reassignment of this space by 2/22

4. We will meet as focused group on 2/22 to discuss call letter, form, and rubric format.

5. Mike/Liz will update proposed timeline by 2/22.

5. Building Coordinators - Kim Comet visited group regarding the following initiative
- a. Building Coordinator position will be relieved of all duties but there is one role that is difficult to reassign. How do we communicate about events? – Perhaps it's not a building-specific topic? Perhaps it's a department issue? Host issue? Athletics buildings might need to have a particular role.
 - b. USFAC agreed that we can move forward on working out different groups that would take up those duties instead of the Building Coordinator.
 - c. Building Coordinator name would be changed to Building Liaison – would potentially need someone to fill communications role (5.a. above), maybe unless this role is not need. When there is an alcohol use, may need to let the allocated department know. Responsibility to report should be anyone.
 - d. Building Access – individual spaces will be accessed by those with permission from allocated departments. Liz needs to update FacilitiesLink to report allocations to departments, not MBUs.
 - e. Building Hours – Campus wants to standardize open hours, allowing for more consistent locking of front doors. This is a general campus security issue. How should outside events get access to buildings during closed periods?
 - f. UPD received \$ to hire more students – one role is to walk halls – extra set of eyes to fill out BC roles.
 - g. When it's a University – Wide event, may be able to go through FM directly to get access to buildings outside open times.
 - h. Kim would like to move forward to investigate host process and propose recommendations. Agreed. Will report back at a later date.
 - i. Kim will visit URPC once some of this information is gathered.

FUTURE AGENDA ITEMS

- 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

ATTACHMENTS & LINKS

- Minutes from 1/25/19 USFAC Focused meeting on FM Cost Recovery Policy
- Minutes from 2/4/19 Vacated Space Subcommittee (docx)
- Draft Vacated Space RFP (RFP University Space... docx)
- Link to Draft [Space Request Webform](#)
- Draft Rubric for scoring RFP responses (Vacated Space Rubric.xlsx)
- Floorplans (VacatedSpaceFloorPlans.pdf) of spaces for reallocation highlighted
- State of California "lactation accommodations" - see page 7 (AE Bulletin 2019-01...pdf)
- Draft SH Building Report with notes (pdf)
- Proposed Building Coordinator changes (USFAC presentation...docx)
- CSU Building Coord 2017 Memorandum (EM building coord.pdf)

REMINDER- Next Focused Group meeting is February 22, 2019, 1:00-2:00pm, SBS_405. Next Full USFAC meeting is March 8, 2019, 1:00-2:30PM, SBS_405.