**Meeting Minutes**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SH\_222 (CCR)**

**MEETING TIME: 3:00-4:30 PM Friday, 11/22/19**

**Present:** Josh Callahan, TC Comet, Doug Dawes, Mike Fisher, Bella Gray, Genevieve Marchand, Holly Martel, Dave Nakamura, Dale Oliver, Jeanne Rynne, Kristen Stegeman-Gould, Liz Whitchurch (notes), Jim Woglom

**Not Present:** Lizbeth Cano Sanchez, Randy Davis, Sherie Gordon, Steve St. Onge, Caitlyn Taylor-Walker

1. **Meeting Notes**
	1. November 8, 2019 - Accepted
2. **AY1819 USFAC Details**
	1. Confirmation of final student member by HSUAS for AY1920 – Lizbeth Cano Sanchez
3. **USFAC Subcommittees**
	1. Landscape Working Group – Jeanne Rynne (no update)
		1. Meeting to be scheduled in December
	2. Naming Committee – Mike & Kristen (no update)
		1. No meeting scheduled yet. Action item for next meeting
	3. Facilities Use Subcommittee – Jeanne Rynne (met about mural process 11/14/19 – See item 5.c. below)
4. **Space Management Issues**
	1. Vacated space
		1. TA\_012 – TF&D Computer lab – part of the Fall 2019 request process
			1. Discussed that this request was submitted in vacated space request, even though it was initially decided that it would be a simple swap between ITS and TFD. FacilitiesLink was fixed to note that the space really is still vacated. The other issue is that it would be a change in space type, which would come to USFAC.
			2. Proposed to talk to the Dean and let her know that we understand that this is a growing program on campus. We just want to ensure the philosophy is intact around our process.
			3. Note that the project is making this space ready, but it is not ready now (not safe).
			4. Need a space use change before they can use it.
			5. Motion to change space type to department controlled teaching lab.
				1. All voted yes except TC. The concern is that we don’t have the full analysis of what the impact will be .

If data supports, it carries. With amendment, tc now agrees and votes yes to convert space type and allocation to TFD

* + - 1. It was also allocated to TFD today, by committee.
	1. Summary of space moves
		1. Informal space requests – Dean of Students SH\_216
			1. Moved a temporary space allocation to Dean of Students for 6 months.
			2. They should put in their request for next round.
			3. All in favor, with one abstention (Gen)
	2. Capacity changes
	3. Space Request update
		1. Liz will reach out to all requests that were not awarded from the first call, to see if they are still active. This will include even those requests that were cut by MBU or Division. (Chemistry) Next time, only those that made through Division cut.
		2. Will send email to MBU and Divison shortly with 2 week deadline.
		3. We will review at USFAC on 12/13/19. MBU/Div review by 12/11/19
		4. Ways to move forward
			1. Rubric vs. staff review and recommend to USFAC
			2. We can ask Division/MBU to finish by 5th of December?
			3. No rubric because it wasn’t released at the beginning of the call.
		5. Missed deadlines – go to next call.
		6. Narrative about proposal and staff recommendation of where it would land, and $$ recommendation for costs will be due by next USFAC meeting 12/13/19 to USFAC
		7. Suggested that $$ estimates are ROM and would just allow the USFAC to generally evaluated, and thus expedite the process. The estimate does not have to be a quote. However, it was noted that campus often holds FM to any estimate, even if it’s rough.
	4. Operationalizing campus space management
1. **Special Topics**
	1. Key Policy – quick update
		1. Doug will bring to SenEx as an item to bring to UPC instead of Key Policy.
	2. Lactation Space Initiative – quick update
	3. Mural request management draft process – Jim Woglom
		1. Subcommittee looked through the old EO from 1977. The interpretation is not thought to supersede exec order, but just our interpretation.
			1. Jim Woglom summarized main points in the interpretation from a document saved in the USFAC Policy folder on the G-drive.
			2. Suggested that we make clear that if the artwork is significantly different from sketch it could be removed. This is covered in Caveat 5.
		2. Does this apply to only murals, or other things? Yes, this should apply for all public artwork. The title of EO 276 says exterior artwork, but our implementation document would include interior artwork. This includes all art, even posters that just hang on the wall.
			1. One caveat was that Facilities Management would need to catalog existing artwork within FaciltiesLink appropriate spaces for artwork.
		3. Need to change wording to include “President or designee”
		4. Under Procedure, 1, The last sentence “shall include” should be changed to “may consult” in our interpretation.
		5. This is distinctly separate from the campus collection and the regulation of such.
		6. There is not a long-standing art group. Instead, the stakeholder occupants would be tapped for a specific art request.
		7. This mural process would not apply to the current request to put a Ray Troll poster in WLFS\_258.
		8. There should be a caveat saying that artwork would come to USFAC, but may not need to be processed through full committee.
		9. Are “marketing” works required to go through this process? What’s included as under the preview of this interpretation of the EO 276? Answer: Does not apply to permanent collection or campus marketing art/initiatives. Specimen or project display is excluded (part of curriculum). It’s more about public spaces, shared space, etc.
		10. There was discussion about a 10-year period. Suggested doing a periodic review instead of only a 10-year time limit. The 10-year period is a mechanism for removal, instead of a review data. This also gives a more realistic expectation of when the art may be removed. If we catalog this in the FM Maintenance Management system, we can get a 10-year review cycle automatically.
		11. Note that there is mural request coming up from the Library. It was suggested that the revised document be sent to URPC/Senate so we can try this out on the Library mural.
	4. Gender Inclusive Restroom Task Force – Jeanne Rynne
		1. Started from Student initiative to see more multi-stall gender inclusive restrooms.
		2. PAT approved this Fall
		3. As of November 8, we have first multi-stall gender inclusive restroom – 2nd floor in HGH.
		4. We have many gender-inclusive single-occupancy restrooms, and now 3 more. Maps are being created.
		5. Task force is working to include these throughout campus, and looking for restrooms multi-stall restroom potential locations to convert single gender into gender-inclusive.
		6. They will be coming to USFAC to recommend which spaces could be converted to multi-stall gender inclusive restrooms.
		7. Will work to get list of all gender neutral restrooms in FacilitiesLink and send list to Bella. Will work on maps with MarCom (along with ADA designated restrooms).

Note that the Cost Recovery Policy will be discussed after the audit this winter.

**ATTACHMENTS & LINKS**

* Minutes from 11/08/19 USFAC Full Meeting ([link](../Meeting%20Minutes/191108_USFAC_Minutes.docx))

**REMINDER- Next Focused USFAC meeting is planned for 12/13/19 Topic = Vacated space request review 3-3:50 pm Location TBA**