**Meeting Minutes**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_345**

**MEETING TIME: 2:00-3:00 PM Thursday, 12/12/19**

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

**Not Present:** Lizbeth Cano Sanchez, Sherie Gordon, Caitlyn Taylor-Walker, Jim Woglom

1. **Special Topics – Space Requests Fall 2019**
   1. Matching requests with available space (see staff suggestions/recommendation summary and request links below)
      1. Michael Fisher outlined recommendations (see attached notes and maps in related documents for today).
      2. Little Apartments – SBDC had grown to move into the CCRP footprint on the first floor, and will contract to the original size, as reflected in FacilitiesLink. We will not be reallocating spaces in that building, other than the CCRP request for space back from SBDC.
      3. Gist Hall – ACAC is moving out of 1st floor. This will be the first step in filling some requests.
         1. See Requests 51 and 37 for where this would go
         2. See Requests 48 – move into suite 122 and 125, out of Suite 210 (GH)
         3. JMC move from Bret Hart House to suite 210 and down in 110 suite.
            1. Note that Bret Hart House needs to go – There are lots of maintenance issues at this time. The strategy around GH was always to allow programs from houses. This current recommendation would start to fulfill this plan. This would not include Redwood Writing Program.
            2. Will circle back about little houses
         4. There is an ITS shop in TH, basement, and it would probably go to GH 211 suite, which frees up usable square footage.
            1. Telonicher house will stay longer than other houses (master plan) and we have been investing in this house.
            2. There are a number of storage requests that could be filled by partitioning TH\_001.
            3. See Requests 12, 27, 44, 38
      4. NHE – Looking to place Asian-Pacific Cultural Center in 215 and 216. – Request 54.
      5. Library 109 – Dean of Library reorganize to meet needs. Recommended request 40. Not recommended 42.
      6. BSS – Hilltop Marketplace – request for NAS class. Recommended that this be programmed as a student lounge that NAS (or anyone) could reserve. Combined with the potential open space on 1st floor, northeast corner (CAHSS move). Suggested consider combining ITEPP/INRSP with NAS and their request to make this area more impactful, and introduce student space in a geographically isolated. This is just a rough idea, and would not be able to allocate right now, as it would not be enough space yet.
      7. Recommended we do not fill requests at this point. Noted that we promised to provide feedback early Spring 2020.
      8. Next steps – Staff works with requestors to explore feasibility and station counts.
         1. TC comments – All recommendations make sense from a space-utilization framework. Commended. However, the recommendations will hinge on program and their needs/wants.
         2. Holly concern – There were concerns with the Dean that the JMC switch to GH\_210 suite may be unwanted. They would miss their communal space. See philosophical topics. We want to remain open and nimble. Note that closing buildings may help reduce costs.
   2. Philosophical topics for discussion
      1. If filling a space request moves an occupant from one location to another, is the original location then “vacant”? If so, may it be reallocated by USFAC during the same cycle in which it’s determined to be available? How do we approach the “Domino effect”?
         1. The call could be more explicit to indicate that space requests resulting in moves will result in vacant space of previous space. So make sure requests are clear that they are either “gained space” or “moved space” requests.
         2. Must change the mind-set of campus to make this work.
         3. Considered zero-base budgeting for space.
      2. Are MBU’s and Divisions able to submit their own requests after the deadline for Department requests, or must they observe the initial review date, even though they are the ones doing the reviewing?
         1. Clarifications should be allowed anytime by the reviewers
         2. Department submissions should stick to a deadline, however if an MBU request comes in later, the flexibility to review this with current group exists as a case-by-case basis.
      3. Can the USFAC recommend reallocation of space that is not currently vacated to fill a space request?
         1. It is our duty to use space to the best of our ability. We need to look with a larger lens and make strategic decisions for the larger campus – it’s our responsibility as USFAC. We need to be able to recommend, but this does not mean it will absolutely be required. Such recommendations must be communicated in a way that leaves room for further discussion.
         2. What was bizarre was that there wasn’t a request to relocate Upward Bound. There are other ideas out there for this space. How to we make sure all requests are considered?

**ATTACHMENTS & LINKS**

* Space Request Fall 2019 [MBU/Division Feedback](../Space%20Requests/Fall%202019%20Call/Fall2019_RequestSummaries.gsheet) & [Staff Recommendations](../Space%20Requests/Fall%202019%20Call/Fall2019_SpaceRequestStrategies.gdoc)
* Space Requests for USFAC review (supported by MBU/Division)
  + Req12 – [Multicultural Center Storage](../Space%20Requests/Fall%202019%20Call/Request_12%20%20Multicultural%20Center%20Storage.pdf)
  + Req21 – [Lactation Space FGYM](../Space%20Requests/Fall%202019%20Call/Request_21%20%20Lactation%20Space%20FGYM.pdf)
  + Req22 – [Lactation Space LAPT](../Space%20Requests/Fall%202019%20Call/Request_22%20%20Lactation%20Station%20Little%20Apartments.pdf)
  + Req27 – [AS Storage WRC/BLC](../Space%20Requests/Fall%202019%20Call/Request_27%20%20AS%20Storage%20WRC%20BLC.pdf)
  + Req29 – [Chemistry Lecturer Offices](../Space%20Requests/Fall%202019%20Call/Request_29%20%20Chemistry%20Lecturer%20Office.pdf)
  + Req35 – [Dedicated EOC Location](../Space%20Requests/Fall%202019%20Call/Request_35%20%20Dedicated%20EOC%20Location.pdf)
  + Req37 – [APS Office Swap](../Space%20Requests/Fall%202019%20Call/Request_37%20%20APS%20Office%20Swap.pdf)
  + Req38 – [UPD Evidence Storage](../Space%20Requests/Fall%202019%20Call/Request_38%20%20UPD%20Evidence%20Storage.pdf)
  + Req39 – [Psych Office Request](../Space%20Requests/Fall%202019%20Call/Request_39%20%20Psych%20Office%20Request.pdf)
    - (MBU update – only 1 window office on 5th floor of BSS needed for Dr. Gold)
  + Req40 – [Library Dean Office Reno](../Space%20Requests/Fall%202019%20Call/Request_40%20%20LIB%20Dean%20Office%20Reno.pdf)
  + Req42 – [24/7 Student Study in LIB](../Space%20Requests/Fall%202019%20Call/Request_42%20%2024%207%20Student%20Study%20in%20LIB.pdf)
  + Req43 – [Innovation Zone](../Space%20Requests/Fall%202019%20Call/Request_43%20%20Innovation%20Zone.pdf)
  + Req44 – [Admission Storage SBS](../Space%20Requests/Fall%202019%20Call/Request_44%20%20Admission%20Storage%20SBS.pdf)
  + Req45 – [OIE Expansion](../Space%20Requests/Fall%202019%20Call/Request_45%20%20OIE%20Expansion.pdf)
  + Req46 – [CCRP Office Swap](../Space%20Requests/Fall%202019%20Call/Request_46%20%20CCRP%20Office%20Space.pdf)
  + Req47 – [AS Office](../Space%20Requests/Fall%202019%20Call/Request_47%20%20Associated%20Students%20Office.pdf)
  + Req48 – [CAHSS Office](../Space%20Requests/Fall%202019%20Call/Request_48%20%20CAHSS%20Office.pdf)
  + Req49 – [JMC Photo Studio](../Space%20Requests/Fall%202019%20Call/Request_49%20%20JMC%20Photo%20Studio.pdf)
  + Req50 – [JMC Office](../Space%20Requests/Fall%202019%20Call/Request_50%20%20JMC%20Office.pdf)
  + Req51 – [Dean of Students Office](../Space%20Requests/Fall%202019%20Call/Request_51%20%20Dean%20Of%20Students%20Office.pdf)
  + Req52 – [JMC Teaching Lab Conference Room](../Space%20Requests/Fall%202019%20Call/Request_52%20%20JMC%20Teaching%20Lab%20Conference.pdf)
  + Req53 – [NAS Lab/Center](../Space%20Requests/Fall%202019%20Call/Request_53%20%20NAS%20Lab_Center.pdf)
  + Req54 – [Asian Desc Pac Islander Center](../Space%20Requests/Fall%202019%20Call/Request_54%20%20The%20Asian%20Desc%20Pac%20Islander%20Center.pdf)

**REMINDER- Next USFAC meeting is next Friday, 12/20/19, 3:00-4:30PM in the CCR (SH\_222)**