**Meeting Minutes**

**University Space & Facilities Advisory Committee**

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

**MEETING TIME: Friday, 12/20/19, 3:00-4:30PM**

1. **Meeting Notes**
   1. November 22, 2019 (link below)
   2. December 12, 2019 – Review of Fall 2019 Space Requests (link below)
2. **AY1819 USFAC Details**
   1. All members have been appointed officially (except Gen, which is waiting for Senate)
3. **USFAC Subcommittees**
   1. Landscape Working Group – Jeanne Rynne - Meeting coming up. Topics will include:
      1. Will re-landscaping area that was initially hoped to be memorial area in Centennial Grove – Josiah Lawson memorial? Not sure if this will happen (Liz to review with Jeanne after meeting.)
         1. Advancement board visited site between SCIB, SCIA, and WLFS. Commitments were made, but site was not appropriate for memorial. Alternate site has been discussed. Just needs to get done. Funds are set aside (raised initially for Centennial Grove). Total cost is unknown, current available funds current are about $25,000.
         2. Still reviewing scope of the site work, and would include Josiah Lawson component.
         3. Doug, Facilities, Sherrie, Frank/Advancement will follow up with a meeting.
      2. What to do with the LK Wood median – want to avoid brown grass. Grounds crew is thinking about that with Planning & Design.
   2. Naming Committee – Mike & Kristen
      1. Mike and Kristen talked to Frank Whitlatch (Advancement VP).
      2. Will schedule meeting soon. Suggested looping in same group that will be reviewing memorial (see 3.1.i.3, above).
   3. Facilities Use Subcommittee – Jeanne Rynne
      1. 12/02/19 meeting – Visitor Amber Blakeslee on budgeting space refreshes
         1. Budgeting space refreshes – currently not budgeted anywhere. Suggestion that refreshes would be centrally funded and not department-budgeted
         2. Suggested doing space condition assessments that are stored in FacilitiesLink.
      2. 12/12/19 meeting – PE/Athletics use of indoor Physical Education and Recreation Space
         1. Working through space types – who schedules, keys, refresh budget, scheduling priority.
         2. Some KRA spaces are being scheduled by Athletics, but not allocated to Athletics. Update from Sherrie: They are working to creating a document to shift scheduling approval rights to Athletics. This document will work together with the Facilities Use Subcommittee to get real-time solutions to problems with scheduling physical education/athletics spaces. Holly and Sherrie will serve as bridges in this process.
4. **Space Request Update**
   1. Follow-up meetings have been facilitated with most stakeholders. Additional details still need to be worked out. Meetings scheduled in January.
      1. Some follow-up meetings occurred this week, however we were not able to meet with all stakeholders before this meeting. No action items today. More meetings are set up. By end of January, more information will be at-hand.
      2. Michael gave an outline of requests not recommended at this time.
      3. Sherrie noted that some of the groups on campus are pointing out perceived inequities – cultural centers & student spaces. May need to revisit a long-term approach to student group locations and space conditions. We need to listen from a collective standpoint to get rid of inequities. Mike supported this recommendation. Thinking long-term (master plan) is good, but we should still allow ourselves permission to do something in the short-term as well. Noted that RAMP is now located with the cultural centers in NHE, but might need to relocate RAMP if they are running out of space. We keep reminding campus users that the space request form gets space needs in front of the group.
   2. Review “not recommended” list from staff recommendations (link below).
      1. Lactation Spaces – we are making headway on lactation spaces across campus, just not in Little Apartments. We are delivering Library space as we move forward.
      2. Chemistry spaces – potentially ITS space in NR available this summer.
         1. Note that Academic Affairs is contracting because of decreased enrollment, and we need to be cautious about reassigning office space for another use. We want to remain scalable. It’s ok to not fill every space now, because we will regret it later. We need flex space.
      3. Psych – may be met by Academic Affairs action
      4. 24/7 Student Study Area – We can open the building to true 24/7 – programming issue. Don’t need another location. Note that the BSS are not close to housing.
      5. Innovation zone – companion submission in case the 1st priority request was not filled.
      6. OIE space was reviewed, and could not find justification/data for added space. The need for consolidated space is real, but does not outweigh other requests for the same space.
      7. Space for AS programs (ERC, ROSE, SAG). Could not find suitable space at this time. We would like to bring these houses down soon, but need to find an appropriate space. We just didn’t have solutions. Next summer will bring down YES and Building 20.
         1. Mike met with AS and this was a very important request for them. In the broader scope, AS would like a plan in place for their programs to see AS student program master plan. This goes along with Sherrie’s comment above in 4.a.iii.
      8. JMC conference center and computer lab – looking for some more information to justify program growth. Space requested in GH\_114. Academic Affairs did not support this request at this time.
      9. NAS Lab/Center – lab for indigenous food. There is a need for a broader use of this area. We can create student space with aspects of what this group needs, and still have this space reserve-able. There are support spaces interior to BSS that were supposed to be catering support rooms. We are trying to satisfy this need
5. **Operationalizing campus space management**
   1. How are space reallocations tied to new positions? Is the FM Project Prioritization and Space Allocation/Reallocation processes tied? Example: lab modifications for science faculty are often promised as part of the new-hire start-up package, along with new office/research space. How are we coordinating these tied resource needs? What role does USFAC play here?
      1. Lab spaces that need modifications for new faculty. Facilities needs to get ahead of needed construction, and RISK needs to get information on controlled chemicals.
      2. Dale commented that there are more retirements than new-hires. Most can be managed internally. No need for specialized process to meet these needs until we get to a point of expansion.
      3. Mike pointed that FacilitiesLink is a useful tool. We want power-users to reference this in managing the space resource.
      4. Note that master planning should consider that as new faculty are hired, they are expected to be engaging students in research. This will impact how we plan for the future.
      5. Note also that we are not able to see the sponsored program connection to space. This would add to our overall understanding of how we are using our resources. If Sponsored Programs could be an extremely useful power user. Communication and managing expectations is a big part of this.
         1. Note that if grant-funding were connected to space, this would help.
      6. The short answer is that Colleges are able to handle this now, but when we grow, this will be something that we need to plan for.
      7. Redwood Sciences Lab was brought up, but nothing known here. Liz will look into RSL and see what’s going on here.
      8. For now, USFAC does not need to play a role here. This will be a strategic conversation as we build out the Academic and Physical Master Plans.
6. **Space Management Issues/Opportunities**
   1. **Vacated Space**
   2. **Summary of space moves, capacity changes, space type updates**
      1. Chemistry/Physics space swap
         1. SCIA\_375 - Chemistry office space converted to Physics Research confirmed
         2. SCIA\_377 – Physics Research space converted to Chemistry Research/Office
      2. Bringing FL into alignment with 25Live (see table on page 2, below)
         1. Discussion self-instruction computer lab – Want to convert to teaching space.
         2. Update capacities – Do it.
         3. Library – space types need to be updated in FaciltiesLink to align with actual LIB use.

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| **Space\_name** | **25Live cap** | **FL seat** | **Recommended Actions** |
| ARTA\_123 - Drawing Lab | 24 | 20 | Update FL to 24 to match class max capacity size. This results in 58sf/station. |
| ARTB\_105 - Museum & Gallery Prep | 24 | 14 | \*\*\* Did not schedule for AY1920 in 25Live. Does this need to remain a classroom? |
| ARTB\_204 - Martin Wong Drawing Studio | 24 | 20 | Update FL to 24 to match class max capacity size. This results in 50sf/station. |
| ARTB\_205 - Painting Lab | 24 | 20 | Update FL to 24 to match class max capacity size. This results in 77sf/station. |
| FH\_234- English Writing Lab | 21 | 19 | \*\*\* Currently self-instruction space in FL, but recommend teaching space. Checking with ITS to see count of computer stations. |
| GH\_002 - Studio Theatre/Performance Studio | 30 | 20 | Update FL to 30 to match class max capacity size. This results in 45 sqft/station. |
| GH\_004 - Set Design Studio | 26 | 16 | \*\*\* Can we decrease the size in 25Live? Classes this AY are 16 or below students. |
| GH\_102 - Dance Studio | 30 | 24 | Update FL to 30 to match class max capacity size. This results in 51 sqft/station. |
| KA\_ 202A - Dance Studio | 51 | 40 | Update FL to 51 to match class max capacity size. This results in 57 sqft/station. |
| LIB\_202A - Authors Hall | 150 | 0 | LIB space currently under review |
| LIB\_302 - Humboldt Scholars Lab | 50 | 0 | LIB space currently under review |
| LIB\_303 - Special Collections | 24 | 0 | LIB space currently under review |
| LIB\_308 - Library Learning Lab | 35 | 0 | LIB space currently under review |
| MUSA\_131 - Armstrong Rehearsal Hall | 25 | 12 | Update FL to 25 to match class max capacity size. This results in 61 sqft/station. |
| SBS\_345 | 14 | 2 | Signage project to update 335 to 345A in signage and in all databases |
| SBS\_405 | 20 | 0 | Signage project to update 405 to 405A in signage and in all databases |
| SCID\_023 - Materials Sci Lab | 24 | 16 | Update to 24, which will bring to 41 sqft/station. |

* + - 1. Will discuss changing self-instruction space to teaching space next USFAC meeting.

1. **Special Topics - none**

**ATTACHMENTS & LINKS**

* + Minutes from previous meetings ([11/22/19](../Meeting%20Minutes/191122_USFAC_Minutes.docx), [12/12/19](../Meeting%20Minutes/191212_USFAC_Minutes.docx))
  + Staff Recommendations for Fall 2019 Space Allocations ([link](../Space%20Requests/Fall%202019%20Call/Fall2019_SpaceRequestStrategies.gdoc))

**REMINDER- Next USFAC meeting is Friday, 1/10/20, 3:00-4:00PM, SBS\_405**