**Meeting Minutes**

**University Space & Facilities Advisory Committee**

**MEETING LOCATION: SBS\_179**

**MEETING TIME: Friday, 01/10/20, 3:00-3:50PM**

**PRESENT:** Doug Dawes (chair), Dale Oliver, Josh Callahan, Jeanne Rynne, TC Comet, Steve St. Onge, Gen Marchand, Mike Fisher, Liz Whitchurch (notes), Dave Nakamua, Randy Davis, Sherie Gordon

**NOT PRESENT:** Holly Martel, Bella Gray, Caitlyn Taylor-Walker, Kristen Stegeman-Gould, Lizbeth Cano Sanchez, Jim Woglom

1. **Meeting Notes**
   1. December 20, 2019 – After action Item followup (below), minutes were approved.
      1. Sherie, Kassidy, Mike, and Frank met today regarding Memorial planned for Josiah Lawson - Centennial Grove was discussed (also known as Memorial Grove, potentially). The funding in place now is about $12,000. Project is still in concept stage. Note that this project may be combined to another project that will be delivered this summer – seating installation, near SH, MUSA, and MUSB, at foot of the stairs to UC quad. We will combine funds from two projects, and there may be additional funds for a more formal memorial site. Designs for this combined project may be integrated into larger cross-campus design standards.
      2. Naming Committee – met. Came up with goal to come up with a finalized process by May. They will have a draft of the process sometime in February to bring back to USFAC. This will help inform other questions related to naming around campus.
      3. Add space condition assessment to future agenda
      4. No update on Athletics vs. teaching space – Liz to answer Sherie’s questions
         1. What are CO restrictions related to what can be done in instructional spaces and who can schedule.
         2. Sherie will create guidelines for scheduling to bring back to this group.
      5. Redwood Sciences Lab – Liz to ask Jim Graham and Rick Zeckman
      6. Liz to put the self-instruction computer labs converted to lecture space on next agenda, including how any changes may affect our teaching portfolio.
2. **AY1819 USFAC Details**
   1. All members have been appointed officially (including Gen – recently appointed by Senate through Spring 2021)
3. **USFAC Subcommittees**
   1. Landscape Working Group – Jeanne Rynne (next meeting 1/29/20 - medians)
   2. Naming Committee – Mike & Kristen
   3. Facilities Use Subcommittee – Jeanne Rynne (next meeting Monday)
4. **Space Request Update**
   1. Reminder to please review the space recommendations and accompanying maps. Please review before next meeting.
   2. Mike’s update for Fall 2019 call
      1. Mike continues to conduct meetings with stakeholders. We are still moving in the direction of the recommendations, largely.
      2. Upward Bound team is open to the idea of relocation.
         1. Dave asked if there were identified Pros/Cons to Upward Bound move. Michael said that location was not ideal, but that they were ok with the new possible location 1st floor in GH. They want to create a community feel inside their space, and this space could work. Stress of a move – cons.
      3. CAHSS is looking at options related to moving their college office, and JMC moving. Still trying to decide if this is their best option.
         1. If CAHSS decides to take the space in GH, would the BSS 1st floor spaces be in the Spring 2020 call? We do not want to formally reference vacated spaces in the call, but yes, those spaces would be considered vacated. They could be part of the consideration for the Spring 2020 call, but not necessarily needed to fill.
      4. Dean Of Students – looking to move into 211 & 210 suites.
         1. There will be a financial component. How do we pull this reality into the process?
            1. It is understood that all requests will be considered, even if there are no costs.
            2. We do not want to disregard the costs associated.
            3. Will need to discuss later in the process. Some funds are assumed to be available from EM division (per Wayne’s previous plan, there should be funds to work on Suite 210, but it’s unconfirmed).
      5. APS moves to 215 suite, out of HR suite. Still not sure if we will want to remove the wall between 215 & 213.
      6. Storage needs – Basement area of Telonicher house still an option. Telonicher house identified as a longer-term house, meaning it is not scheduled for demolition soon.
      7. Library Dean’s office work is recommended.
      8. BSS\_168 recommended lactation room and small meeting space, and group meeting space, however this was not a request in the Fall 2019 call.
      9. As part of next vacated space piece, will need to consider NR. Note that there are people in Brookins that may need to be moved to NR, but note that Brookins house is scheduled to come down Summer 2022. This means there will be time to find replacement locations for these faculty/staff before then.
   3. When is the next call?
      1. The group wants to make sure we balance out the frequency of the calls with our ability to deliver on the allocations.
      2. Perhaps we don’t allocate when there isn’t funding/resources to handle the request.
      3. Suggested that we need to be proactive and manage expectations. What we should do – build a schedule for each space strategy and give to stakeholders so they know their schedule.
      4. Noted that there has been funding problems with previous allocations in response to these space calls
      5. It was suggested that maybe we do a “soft-call”? This would be a reminder to use the space form if you have any space needs. This way we still get a library of need, and if there are any vacated spaces, we can address known space needs, when possible. Language will be drafted and sent to the group for review. Suggested that the next call does not include list of vacated space. Group agreed.
      6. One approach suggested – once spaces are aligned with need, the costs are identified and brought to the group for funding.
         1. If there are space uses that need funding, it could be funded centrally if particular departments are unable to fund an important need.
      7. Note, that what we’re offering is a way to put your needs out there and be considered at a higher level. The USFAC is not a funding body however, and resource allocation to support proposed space reallocations would need to come from budget-granting sources.
      8. Meeting ended here.
      9. USFAC Next time – mural and capital outlay.
5. **Operationalizing campus space management – NOT Covered.**
6. **Space Management Issues/Opportunities– NOT Covered.**
   1. **Vacated Space**
   2. **Summary of space moves, capacity changes, space type updates**
7. **Special Topics – NOT Covered.**
   1. Mural Process
   2. Current 5-year Capital outlay plan, as adopted by CSU for 2019
   3. Project updates

**ATTACHMENTS & LINKS**

* Minutes from previous meeting ([12/20/19](../Meeting%20Minutes/191220_USFAC_Minutes.docx))
* Fall 2019 Vacated Space Docs ([Recommendations](../Space%20Requests/Fall%202019%20Call/Fall2019_SpaceRequestStrategies.gdoc), [Maps](../Space%20Requests/Fall%202019%20Call/Vacated%20Space%20Move%20Strategies%20191212.pdf))
* Mural Process ([link](https://docs.google.com/document/d/1hu1vEhH6vEq1L5Jee12F6RBdMmMuyfXqGz5TFfYXpfw/edit?usp=sharing))
* 5-Year Capital Outlay 2024-25 ([link](../Meeting%20Documents/200110_CapOutlay/2020-21-through-2024-25-five-year-plan.pdf), also found on Chancellor’s Office [CPDC](http://www.calstate.edu/cpdc/Facilities_Planning/majorcapoutlayprogram.shtml) website)

**REMINDER- Next USFAC meeting is Friday, January 24, 2020, SH\_222 (CCR)**