

HUMBOLDT STATE UNIVERSITY

Facilities Management

DATE: October 10, 2016

TO: Steve St. Onge, Tallchief Comet, Rock Braithwaite, Jan Henry, Tony Silvaggio, Volga Koval, Dan Collen, Dave Nakamura, Tawny Fleming

FROM: Traci Ferdolage

CC: Margaret Griggs, Bella Gray

RE: Summary of October 10, 2016 Meeting

Following, you will find a summary of discussion which occurred at our meeting on October 10, 2016:

Attendees

Members: Volga Koval, Dave Nakamura, Tallchief Comet, Rock Braithwaite, Traci Ferdolage, Dan Collen, Tawny Fleming

Staff: Margaret Griggs, Bella Gray

AGENDA

1. Review of Meeting Notes

- Meeting notes were approved as issued.

2. Review Group Charge & Membership

- Traci reviewed the current group charge and membership document; she asked the group if they would recommend any changes. Steve St. Onge suggested the group also be advisory with regard to setting of fees associated with use of those facilities; the group agreed with this and requested the modification. The group also requested the listing of facilities be expanded to include the Redwood Quad and more specific concerning those spaces overseen. Traci also noted the group should be updated as reporting to the University Space & Facilities Committee instead of the Vice President for Administrative Affairs; the group agreed and Traci will modify language for consideration. The group also agreed that Bella Gray should be added as a voting member with her role as Special Events Coordinator/Scheduling Coordinator for the campus; the addition of this position would also no longer necessitate participation from the Director of Contracts, Procurement & Risk Management. Traci will update and provide a revised draft for consideration at the next meeting.

3. Discuss Indoor Scheduling Guidelines

- Traci introduced the topic providing an in-depth review of the need for such guidelines and noted this to be the single most important item the Committee will address this year. Per discussion last spring, Volga Koval was assigned to lead this effort and provided an overall review of the current draft. Volga also noted the need to ensure we have a vigorous debate on the issues to help us provide the best overall solution to the

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challenges we currently face with facility scheduling. Traci also provided an original document drafted in 2009; Volga will add this to the Google Drive documents so the group can share such. Volga stressed the need for participation and comments from the group; he asked everyone to review such prior to the next meeting. Volga also asked the group to suggest edits and use the comments tool to provide review of the document (versus straight editing). Dan Collen noted that he appreciated the efforts thus far. Rock Braithwaite asked for clarification of the building coordinator's role. Traci indicated this could be addressed in the document but also noted the role of a building coordinator was evolving as not all building coordinators have the same type of role. Traci also noted that Facilities Management would be reviewing building security for these facilities during this year; she also noted the University would begin pursuing a project associated with building security and key control over the next several months. The project will entail retaining a consultant to review the current situation as well as suggest an updated security/access plan for the campus to pursue. Steve St. Onge noted that Housing is also looking at these issues and was interested in finding ways to partner on such.

4. **Discuss Space for Use by Officials During University & Other Games**

- Due to lack of time, the Committee agreed to discuss this item at the next meeting.

5. **Access & Egress to the RWC and KRA Buildings**

- Due to lack of time, the Committee agreed to discuss this item at the next meeting.

6. **Updates**

- Replacement of the Track: Traci noted that funding was secured from the State to replace the track; she is working to develop the request for proposals associated with the design of the project and also needs to formulate project teams to help guide the design. Traci suggested at least one person from this Committee be involved in the project teams but felt it would be best to have representatives from Academic Affairs, Athletics and Recreational Sports. Traci will draft project team documents for review at the next meeting. Traci noted the track should be "offline" beginning June 1st and continuing through August 10th.
- Rules Posting at Fields: Traci provided the group with an example of the actual size of the signage as well as its design; she indicated that Facilities Management had developed a locations map for all signs to ensure they are located properly. The group supported the signage and requested Facilities Management move forward in its planned implementation. Traci will provide a copy of the signage document to Margaret.
- Hedge at Campus Events Field: Traci provided background and indicated that Facilities Management was interested in removing the tall hedge which borders the west and north sides of the campus events field as this will decrease maintenance requirements over time and will also improve passive supervision of the field. Traci also noted she was seeking feedback from the group and would also be reviewing this plan with the Landscape & Tree Advisory Committee as well as the University Space & Facilities Committee. The group overall supported the idea.