

# HUMBOLDT STATE UNIVERSITY

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## Facilities Management

**DATE:** November 14, 2016

**TO:** Volga Koval, Rock Braithwaite, Tom Trepiaak, Dave Nakamura, Jan Henary, Steve St. Onge, Tallchief Comet, Izabella Gray, Tony Silvaggio

**FROM:** Traci Ferdolage

**CC:** Margaret Griggs

**RE:** Summary of November 14, 2016 Meeting

Following, you will find a summary of discussion which occurred at our meeting on November 14, 2016:

### Attendees

Members: Volga Koval, Dave Nakamura, Rock Braithwaite, Traci Ferdolage, Tom Trepiaak, Jan Henry, Steve St. Onge, Izabella Gray

Staff: Margaret Griggs

### AGENDA

#### **1. Review of Meeting Notes**

- Meeting notes were approved with changes noted for attendance (Tom Trepiaak)

#### **2. Review Group Charge & Membership**

- Traci reviewed the charge document with the Committee. Tom requested the document be revised to indicate a change in the athletic representative. Margaret asked whether or not the scheduling position in Kinesiology & Recreation Administration should be added to the voting member roster. Traci noted the position is included in the meeting as staff to the Committee and that the original intent was to ensure equal and appropriate representation across primary user groups be included in voting membership. Traci suggested the Director of Sustainability, Energy & Grounds be moved to a non-voting position and act as staff to the Committee. Tom requested the Director of Game Management for Athletics also be added as staff to the Committee. The Committee approved of these membership changes and also requested that Traci invite Risk Management to participate in meetings where appropriate. Margaret also asked why all indoor spaces are now listed on the charge. Traci indicated such was added based on the request by the Committee. Volga suggested removing the list of specific rooms as the scheduling guidelines would address such. The Committee agreed with this modification. Traci indicated changes will be made to the document and forwarded to the University Space & Facilities Committee for review.

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

- The Committee reviewed the issues which created conflict at the beginning of the fall semester and determined resolutions implemented had been successful for the time being. The issue can be re-visited at a future date should concerns continue to exist.

**4. Access & Egress to the RWC & KRA Buildings**

- Traci indicated growing problems concerning parking of vehicles in front of building for extended periods; this is creating issues with safety and required access/egress pathways being available. Traci indicated that vehicles which are parked illegally in those locations will be given parking citations going forward and is willing to work on solutions with programs in terms of alternative locations for such vehicles.

**5. Discuss Indoor Scheduling Guidelines**

- Volga introduced the topic and reviewed the current scheduling guideline and comments received to date. Volga requested feedback from the Committee but asked that everyone use the track changes feature and not directly edit the document. Volga also indicated that he has accepted some of the suggestions based on Committee feedback at previous meetings. The Committee discussed the possibility of combining this guideline with the outdoor one to create a single guideline governing scheduling for these facilities. Overall, the Committee was in favor of such but will wait to do so until after final approval for the indoor guideline is achieved as this will ease the editing process.

**6. Discuss Formation of Project Teams for the Track Replacement Project**

- Traci indicated the Redwood Bowl Track Replacement project was beginning to get off the ground. She reviewed the planning and design process and discussed the need to formulate project advisory and technical teams to guide the process. The Committee reviewed and approved the proposed document associated with these teams. Traci will begin scheduling meetings as necessary. Traci also noted that schematic plans will be shared with the Committee.