

HUMBOLDT STATE UNIVERSITY

Facilities Management

DATE: March 30, 2017

TO: Volga Koval, Rock Braithwaite, Tom Trepiak, Dave Nakamura, Jan Henry, Steve St. Onge, Izabella Gray, Tony Silvaggio, Madison Kirkpatrick

FROM: Traci Ferdolage

CC: Tallchief Comet, Margaret Griggs, Kelly Kime, Kimberly Comet

RE: Summary of March 27, 2017 Meeting

Following, you will find a summary of discussion which occurred at our meeting on March 27, 2017:

Attendees

Members: Volga Koval, Dave Nakamura, Rock Braithwaite, Traci Ferdolage, Tom Trepiak, Jan Henry, Tony Silvaggio, Izabella Gray

Staff: Tallchief Comet, Margaret Griggs, Kelly Kime

AGENDA

1. Review of Meeting Notes

- Meeting notes were approved as issued

2. Reports & Updates

- **Redwood Bowl Track Replacement Project:** Traci provided an update to the group indicating the design was nearing completion and is expected to be published for bid soon; primary scope expected to be awarded is replacement of track surface as well as some ADA pathway improvements with other alternates being listed should bids be highly favorable to the University.

3. Discuss Indoor Scheduling Guidelines

- Volga introduced the topic and reviewed the current scheduling guideline and comments. The indoor scheduling guideline was distributed in advance of the meeting and is appended to these meeting notes. In-depth discussion took place regarding the scheduling process and priority for spaces. It was determined that additional research and consideration will be conducted on two specific areas: 1) Tom will discuss a proposed framework for engaging coaches on additional planning required to allow for more accurate and timely scheduling as such will greatly assist in reducing conflicts which currently exist; and 2) Bella, Margaret and Kelly will meet and then provide deep input regarding the scheduling process and how daily work may be able to be achieved.

4. Set Next Meeting Date

- Traci will work to schedule another meeting should take place before the end of the academic year.

PLANNING ♦ DESIGN ♦ CONSTRUCTION ♦ SUSTAINABILITY ♦ OPERATIONS ♦ MANAGEMENT

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