

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 12/11/20, 11:00AM-12:00PM

PRESENT: Michael Fisher, Travis Fleming, Sherie Gordon, Josh Callahan, Amanda Huebner, Holly Martel, Wendy Sotomayor, Liz Whitchurch, Dale Oliver, Jim Woglom, Genevieve Marchand, Bella Gray, Katie Koscielak, Kassidy Banducci, Kristen Stegeman-Gould

NOT PRESENT: Stephen St. Onge, Kelly Kime

1. Previous Meeting Notes

- a. November 13, 2020 minutes attached for approval
 - i. The previous meeting minutes were discussed with regards to how we should record actions. We've created "6. Actions Items" below to record actions.
 - ii. No comments/feedback on notes. See 6.a. Action Item.

2. AY2021 USFAC Details

- a. Identify CNRS faculty member
 - i. Sherie connected with Dale and Jim yesterday. The Senate has not yet found a CNRS faculty member to volunteer to join this committee. This search will be on hold until likely February.
- b. Identify faculty co-chair
 - i. Also on hold until a CNRS faculty member is identified.
- c. USFAC Reporting
 - i. Sherie met with Jim and Dale to review USFAC reporting and decision making
 - ii. Reporting:
 1. General Consent Calendar
 - a. Reallocation/Redesignation of Spaces
 - b. Space Recommendation Decisions
 2. Space Policy
 3. USFAC Minutes in the bi-weekly URPC University Senate Report
 - iii. Role of URPC: University Resource and Planning Committee is essentially the budget committee and parent umbrella committee of USFAC. USFAC is a subcommittee of the URPC.
 - iv. Decision Making: The recommendation is to make decisions by consensus, and if consensus cannot be reached, we would fall back to the standard code of parliamentary procedure and take a vote. We want to be able to speak freely and focus with a university view rather than a parochial view. A consensus is a 'universal' or general agreement; if someone dissents, then you have to vote instead of using consensus. This largely reflects what we have been doing, more or less.
 - v. See 6.b. Action Item

3. USFAC Subcommittees

- a. Landscape Working Group - Liz Whitchurch
 - i. Liz is confirming membership positions. Planning to meet mid January. Term limits are two years
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Wagner House rename to include 'Anderson' - updated signage and mapping is in progress.
 - ii. Dolores Huerta Bench in front of Van Matre Hall - the CSU is aware of the location of the bench and the committee needs to share the contents of the bench to student life to review details. Kristen will work with Eboni Turnbow.
 - iii. Consolidated approach to memorialization on campus - focus generally on architectural and physical locations. There is a goal for interchangeable plaques, low cost for maintenance while still retaining longevity. Preston Hill Rock is an option (north of Music B and south of Siemens Hall).
- c. Facilities Use Subcommittee (on hold) - Sports Facility Scheduling Committee coordination
 - i. Sherie to prioritize this in January and it will be a focus agenda item for USFAC review.
- d. Public Art Working Group - Jim Woglom
 - i. PAWG approved this piece: "The Merge" mural for NR second floor. "Timber Dance" was runner up and they're possibly looking for a space for it as well.
 - ii. Discussion about looping in FM and Marcom at the beginning of the process to understand the costs and logistics of installation. Displaying existing art is different from installing art created for the space. Installation of "The Merge" will be likely around March 2021.
 - iii. See 6.b. Action Item
 - iv. Marcoms will take the lead on pushing out the latest mural campuswide, as well as the process for public art on campus. There is potential to talk to the student artist in some sort of forum eventually.
- e. Communications Subcommittee - Liz Whitchurch
 - i. Subcomm would like to solicit feedback on "How to get a 'space' at HSU" infographic. How will this graphic and the information within be used? Ideally we would post the information on the USFAC website and maybe link it in university notices. Graphics that have text needs to have alt text for all content, so perhaps we should design onto the website vs linking to an image. Screen-reader issue. If it goes to social media, all content needs to be alt text. This subcommittee will meet separately with Kristen about how to accommodate this on the website. Identifying the audience will help in picking the best method for delivery of the graphic. The content seems good.
- f. Space Policy Implementation Working Group - Mike Fisher
 - i. Group met and have started editing the Space Policy Implementation Plan. Overall structure and outline might need to change so it's more logical and flows.

4. Space Request Submissions

- a. On hold pending Division review and approval of all requests
 - i. Sherie to ask remaining Division leads/VPs to review/approve pending space requests.

5. Space Management

- a. Vacated space - This agenda item will be a priority for the spring to see how these spaces are to be shared.
 - i. NHE First Floor
 - ii. NHW Second Floor (Potential)
- b. Allocation changes - not discussed
 - i. HBAC - Advancement
- c. Capacity changes - none
- d. Informal space requests - none

6. Action Items

- a. Minutes from November 13, 2020 approved
- b. Reporting
 - i. Reporting - consensus reached
 - ii. Decision Making - consensus reached
- c. PAWG Mural - consensus reached

7. Special Topics - none

POTENTIAL FUTURE TOPICS

- Determine, in partnership with URPC, funding for instructional spaces (Holly)
- SFDB Update
- Physical Master Planning
- Cal-Poly Self Study

ATTACHMENTS & LINKS

- November 13, 2020 meeting notes

REMINDER- Next USFAC meeting is Friday, January 22, 2021 11:00 AM -12:00 PM, Zoom Meeting