

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 04/16/21, 11:00AM-12:00PM

Present: Bella Gray, Beth Eschenbach, Michael Fisher, Deirdre Clem, Steve St. Onge, Liz Whitchurch, Wendy Sotomayor, Kelly Kime, Dale Oliver, Franziska Daumberger, Bethany Rizzardi, Travis Fleming, Genvieve Marchand, Kassidy Banducci, Jim Woglom, Kristen Stegeman-Gould

Not Present: Amanda Huebner, Katie Koscielak, Sherie Gordon, Josh Callahan

1. Previous Meeting Notes

- a. [April 2, 2021](#) meeting minutes approved see 6.a.

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
 - i. URPC is conducting their final review of this current space request call today.
 - ii. Space Requests will be on the consent calendar for Senate review on 4/27/21.
- b. Vacant seats
 - i. [Naming Committee](#) membership update
 1. Mike Fisher and Frank Whitlatch will coordinate with Sherie Gordon in her capacity as Chief of Staff to schedule the next two meetings anticipated to be held before the end of the semester.
 - ii. Co-Chair vacancy
 1. Co-chair Eschebach starts sabbatical in August 2021. The Senate will determine who will replace this position, and Co-chair Eschenbach will coordinate with Mary Watson.
- c. In the past, the USFAC has met once a month in summer.

3. USFAC Subcommittees

- a. Communications Subcommittee - Liz Whitchurch
 - i. The following tasks are underway:
 1. Portal message to campuswide community regarding current space request call timeline and introducing the updated [Space Policy Process Guide](#)
 2. Meetings with several space requestors with PDC to determine next steps relative to unallocated requests.
 3. Emails to requestors related to Division-denied requests and allocated space requests.
 - ii. Website update - Co-chair Eschenbach indicated that the Senate asked for the USFAC website to be updated. Co-chair Eschenbach will join the next Communications Subcommittee meeting to discuss details.
- b. Public Art Working Group - Jim Woglom

- i. There is a new proposal and Jim will bring it to USFAC at the next meeting
- c. Landscape Working Group - Liz Whitchurch
 - i. The committee is meeting today to discuss the landscape plant list that has input from the grounds team and botany departments. We have removed an alder since the last meeting near SRC where we'll have commencement fencing. This opened up an area for a birch to grow. The tree maintenance bid package went out recently to three contractors. Pruning, weight reduction, cabling, stabilization, and removal are all elements of the bid, which was approved by this subcommittee.
- d. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. See 2.b.i. above - need two more meetings of the year. Content to be determined as led by Frank Whitlatch as chair.
- e. Facilities Use Subcommittee (on hold) - Sports Facility Scheduling Committee coordination
 - i. Liz canceled the meetings as only two USFAC members were remaining. Sherie will report upon her return regarding the status of the sports facility scheduling committee.
 - ii. The Facilities Use Subcommittee was created when the sports subcommittee was sunsetted a couple years ago. The purpose of the subcommittee was for space management in general, and looks at scheduling and prioritization and funding as a resource and recs to URPC. This includes off-campus facilities.

4. Space Request Process

- a. Discuss Space Request Process
 - i. [Process Modifications Document](#)
 1. This will be higher priority once this current space call is complete by mid May.
 2. It would be helpful for USFAC to define the parameters or protocol for space request review and approval by URPC. URPC is currently reviewing all of the space requests similar to how USFAC did. URPC consent calendar? Decision and debate?
 3. Deirdre Clem to create a matrix for the topics included in this process modifications document to accommodate comments and status notes. This will help prioritizing the topics. Should we include a rating system for each topic to determine which are most important to the committee?

5. Space Management - none

- a. Vacated space
- b. Allocation changes
- c. Capacity changes

6. Action Items

- a. April 2, 2021 minutes approved

ATTACHMENTS & LINKS

- April 2, 2021 meeting minutes

REMINDER- Next USFAC meeting is Friday, April 30, 2021 11:00 AM -12:00 PM, Zoom Meeting