

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, 04/30/21, 11:00AM-12:00PM

Present: Beth Eschenbach, Mike Fisher, Bella Gray, Josh Callahan, Jim Woglom, Wendy Sotomayor, Liz Whitchurch, Deirdre Clem, Steve St. Onge, Franziska Daumberger, Travis Fleming, Cassidy Banducci, Bethany Rizzardi, Kelly Kime

Not Present: Sherie Gordon, Dale Oliver, Genevieve Marchand, Katie Koscielak, Kristen Stegeman-Gould

1. Previous Meeting Notes

- a. [April 16, 2021 meeting minutes](#) approved, see 6.a below

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
 - i. Consent item regarding space allocation recommendations; no discussion and recommendations approved
 - ii. Next year USFAC can report our recommendations to URPC in a similar format as the [Senate report](#)
- b. Vacant seats/[membership terms](#)
 - i. This is Sherie Gordon's last meeting
 - ii. Shahrooz Roohparvar's first meeting is May 28, 2021
 1. Shahrooz starts at HSU as VP Admin Affairs on May 3, 2021
 - iii. Appointments
 1. The Co-chair vacancy to replace Co-chair Eschenbach will be necessary by July.
 2. There are several vacancies for appointed members. If those incumbent appointees want to continue on USFAC, they could start process by emailing USFAC co-chairs and appointers (varies by position). Deirdre Clem to contact SenEx (Mary Watson) regarding next steps in appointments or reappointments.
- c. Meeting schedule
 - i. Cancel May 14th meeting due to commencement
 - ii. Change Summer meeting schedule to one meeting a month
 1. to be scheduled at the end of each month through summer.
 2. there can be room for potential for special meetings to consider space requests from AY20/21 call

3. USFAC Subcommittees

- a. Communications Subcommittee - Liz Whitchurch
 - i. The [space request status](#) webpage will be updated with the current status of all space requests
 - ii. A campus-wide portal message relative to status of current space request call and introduction to the updated Space Policy PProcess Guide went out on April 27, 2021
 - iii. Emails are going out to Divisions regarding division-denied requests. We will work with the Divisions regarding denial and how to move forward, either with an updated proposal, or some other solution.
 - iv. Mike Fisher is working with space requestors regarding allocations and potential
 - v. President's office is now reviewing recommendations as approved by USFAC, URPC, and Senate.
 - vi. The USFAC held a discussion around education on the space policy process guide and what the best timing is. It was concluded that they should be conducted in early August as three meetings, one in each Division. Could be recorded for future review.
 - vii. Proposal to USFAC: Next space request call will be announced soon and that a new call will be accepted after winter break. Next call deadline will be late January.
 - 1. USFAC would like to see a schedule before deciding on January 2022 call deadline. This gives us three extra weeks for the review steps.
 - 2. There is an idea to include a check box on the webform regarding 'careful consideration' with MBU/Division
 - viii. Agenda and Minutes archive on website - how far back should it be available online?
 - 1. Idea: have a link to an Archive (google folder) and people have links to google doc with links to agendas/minutes so they're not all listed on website.
- b. Public Art Working Group - Jim Woglom
 - i. USFAC reviewed the new [mural proposal](#) from Allison Meunch and Michael Mees titled 'Timber Dance' for the Forestry building, as painted by Sheala Dunlap (current Art Major).
 - ii. PAWG recommends this move forward. Have quorum and vote taken as unanimous yes, see Item 6.b. below.
- c. Landscape Working Group - Liz Whitchurch
 - i. The updated campus plant list was reviewed by the committee. The committee has a new member so the committee is now complete. The plant list will be reviewed by grounds staff and approved by the landscape and tree advisory committee. They meet in September.
- d. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Frank Whitlatch is the chair and the membership is complete. Frank is organizing the first meeting.
- e. Facilities Use Subcommittee (on hold) - Sports Facility Scheduling Committee coordination
 - i. Sherie Gordon will work with SenEx and others to sunset the Sports Facility Scheduling Committee and establish the FUS in place.

4. Space Request Process

- a. Update on current space allocation progress
 - i. President's office is now reviewing recommendations as approved by USFAC, URPC, and Senate.

- ii. Mike Fisher is meeting with space requesters to gain more information regarding the requests so that we can help them find a solution. Updated proposals will make their way back to USFAC later in the summer.
 - iii. There was a question about the line between FM/AVP and USFAC. It is 'live planning', especially with UC/Student Union/AS request. Ideally the consultation would have occurred prior to the request submission.
- b. Discuss Space Request Process and [Potential Modifications](#)
 - i. Deirdre Clem is preparing a matrix to consolidate and organize the comments in the document linked above.

5. Space Management - none

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

6. Action Items

- a. April 16, 2021 minutes approved by quorum
- b. Mural proposed by Allison Meunch and Michael Mees titled 'Timber Dance' approved by quorum

7. Special Topics

POTENTIAL FUTURE TOPICS

- Determine, in partnership with URPC, funding for instructional spaces (Holly)
 - Can we construct a fund/seed money to start allocations, seed money, address common space?
- SFDB Update
 - Annual June deadline
- Physical Master Planning
 - Interrelated to Cal-Poly Self Study. Can tie into the Strategic Plan. This is a two year effort that will establish building and other improvements to campus.
- Cal-Poly Self Study
 - Drafts due Monday, final draft to be submitted to CO in May.

ATTACHMENTS & LINKS

- [April 16, 2021 meeting minutes](#)

REMINDER- Next USFAC meeting is Friday, May 28, 2021 11:00 AM -12:00 PM, Zoom Meeting