

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

x	Shahrooz Roothparvar	x	Genevieve Marchand
x	Beth Eschenbach	x	Kristen Gould
x	Bethany Rizzardi		Kelly Kime
x	Michael Fisher		Franziska Daumberger
x	Katie Koscielak	x	Travis Fleming
	Wendy Sotomayor		Bella Gray
x	Dale Oliver	x	Deirdre Clem
x	Steve St. Onge	x	Kassidy Banducci
	Josh Callahan		Liz Whitchurch
x	James Woglom		

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, June 25, 2021, 11:00AM-12:00PM

1. Previous Meeting Notes

- a. [May 28 2021 meeting minutes](#) approved , see 6.a. below

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate) - N/A
- b. New topic: Rename any subcommittees to 'working group' Senate has a document with all of the committees under their purview, so we could uncomplicate this and call our sub-groups 'working groups'
- c. Replacement for Beth Eschenbach? Deirdre to check in with Mary Watson and Mary Virnoche about membership terms and replacements.

3. USFAC Subcommittees

- a. Communications Subcommittee - Deirdre Clem (proxy for Liz Whitchurch)
 - i. Updates to the website to include latest space request call are in process
 - ii. A portal message coming out of the President's office (via Sherie Gordon) is forthcoming once the website is updated with current space request statuses.
 - iii. A fix is forthcoming to correct the website reroute to Senate from Facilities Management. (USFAC under FM website <https://facilitymgmt.humboldt.edu/university-space-and-facilities-advisory-committee> e)
- b. Public Art Working Group - Jim Woglom
 - i. the current mural is in process

- ii. Is there a process to garner input from students by students to solicit ideas? Perhaps there should be a process to first determine the spaces available for art, then students can be more active in solicitation.
- c. Landscape Working Group - Mike Fisher (proxy for Liz Whitchurch)
 - i. A tree has been removed in G14/15 Parking Lot, which highlighted an additional need for tree trimming/removal for safety in that area
 - ii. FS9 Parking Lot (B Street by SBS) has trees damaging a retaining wall and possibly an irrigation pipe
- d. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. This committee hasn't met since the last USFAC meeting. It is unclear if the recommendation for McCrone naming has been brought to the President.
 - ii. The policy that created the Naming Committee is related to the Chair of USFAC. The committee is informative to USFAC, but no review or action is required for this committee relative to the Naming Committee.
- e. Facilities Use Subcommittee (on hold) - Sports Facility Scheduling Committee coordination
 - i. Central scheduling: Create roles, rules and regulations around central scheduling for the campus to understand. Aligns with FUS and SFSC oversight. Central scheduling is managed by Enrollment Management (Eboni Turnbow) and the plan is to use this for Spring Semester 2022 with notification to the campus prior to close of Fall Semester 2021. Teaching labs are not under the purview of central scheduling, but will govern 'all-school' classified rooms.
 - ii. Need to identify HBAC uses more fully. Intent was remaining instruction rooms at HBAC
 - iii. Need to identify interest in membership: Gen, Travis, Mike, Kristen (temporarily involved). Gen will be on sabbatical starting January 2022.
- f. Space Request Process Improvements Working Group
 - i. Mike to lead group
 - ii. Members include Beth, Bethany, Mike, Jim, Katie, and Deirdre
 - iii. Set up standing meeting in two weeks (week of July 6th) and the first goal of the group will be to determine the top five priorities (individually and as a group) (Deirdre)
 - iv. Another goal will be to familiarize with the space request webform and discuss potential changes and call timeline
 - v. The working group will also discuss examples of good and bad space requests

4. Space Request Process

- a. Update on current space allocation progress ([Request Summary](#))
 - i. Request 72 - Dance Program
 - 1. Mike and Deirdre met with the dance program leads and identified a couple of potential spaces. GH110 suite seemed to be most appropriate and is currently within their College allocation. They will work to reassign the rooms and this removes this request outside of USFAC purview as the need is captured within their own allocated spaces.
 - ii. Request 74 - Anthropology and Cultural
 - 1. USFAC requires additional details from the department for station count, program need and use. Mike is working with the department for the requested information.
 - iii. Request 81 - AS (combined with Requests 75 and 82)

1. These requests revolve around UC repurposed spaces. Strategy: NHW 2nd floor is currently ADV and they are moving to HBAC. NHW 2nd floor will be vacated for AS to move out of UC South Lounge. This request also includes programs consolidated into NHW 2nd floor (these are around campus in various houses). South Lounge and Center Arts areas will become student life and clubs. We are awaiting AS move to be finalized in detail, then a proposal will be submitted to USFAC for review and approval of all three space requests including maps and scheduling.
- b. Discuss Space Request [Process Matrix](#) topics
 - i. Webform update
 1. to be assessed in the new Space Request Process Improvements Working Group and details brought back to the committee at the next meeting.
 - ii. Next space request call timing
 1. Deirdre to develop schedule and propose to the committee at the next meeting

5. Space Management - N/A

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

6. Action Items

- a. [May 28 2021 meeting minutes](#) approved

7. Special Topics - N/A

POTENTIAL FUTURE TOPICS

- Determine, in partnership with URPC, funding for instructional spaces (Holly)
- SFDB (Space Facilities Database) Update
- Physical Master Planning
- Cal-Poly Self Study
- Rename subcommittee/working groups?

ATTACHMENTS & LINKS

- [May 28, 2021 meeting minutes](#)

REMINDER- Next USFAC meeting is Friday, July 23, 2021, 11:00 AM -12:00 PM, Zoom Meeting