

# HUMBOLDT STATE UNIVERSITY

## University Space & Advisory Committee

### Minutes

#### University Space & Facilities Advisory Committee

**MEETING LOCATION: Zoom Meeting (COVID-19)**

**MEETING TIME: Friday, July 23, 2021, 11:00AM-12:00PM**

#### Voting

#### Non-Voting

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

#### No Quorum

#### 1. Previous Meeting Notes

- a. [June 25, 2021 meeting minutes](#) attached for approval

#### 2. AY2021 USFAC Details

- a. USFAC Reporting (Senate) - N/A for Summer
- b. Co-Chair Eschenbach replacement: Genevieve Marchand, who will chair for the Fall Semester before her sabbatical starts Spring 2022.
- c. Meetings will be updated to bi-monthly starting in September

#### 3. USFAC Working Groups

- a. Communications Working Group - Liz Whitchurch
  - i. change chair for this group next meeting
- b. Public Art Working Group - Jim Woglom
- c. Landscape Working Group - Liz Whitchurch
- d. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
  - i. Clarification regarding messaging for Student Activities Center (SAC). Wendy Sotomayor would like to know what the process for approval is for signage.

- ii. Naming Committee was focused on donor relations and naming relative to giving. Programmatic name changing and record keeping review process would start with the Dept, then to Division VP and PAT/President's Office.
- e. Facilities Use Working Group - Sports Facility Scheduling Committee coordination
  - i. establish a chair and body.
  - ii. central scheduling will be the first task for this group (rules regarding how to approach central scheduling)
- f. Space Request Process Imps Working Group - Mike Fisher
  - i. The group is working on developing the Planning, Design and Construction consultation process outline, examples of strong and weak space requests, and discussed the handling of out-of-cycle requests that exercise the use of Presidential approval as stated in the guiding policy.
  - ii. The [document](#) Jim created for the URPC's AY20/21 space request review process was a good template for the USFAC to follow when sending recommendations to the URPC, Senate, and President.
  - iii. Beth Eschenbach also met with the Senate before the USFAC decision was presented to them to discuss the process, so perhaps we may want to annually re-educate the Senate regarding roles and responsibilities for ease of reviewing for each review partner.
  - iv. Should the space call span an entire year, or is there a need for a mid cycle process? This ties into the Presidential caveat to expedite USFAC review for out-of-cycle requests.
  - v. See 4.b. for additional information

#### 4. Space Request Process

- a. Update on current space allocation progress ([Request Summary](#))
  - i. Request 74 - Anthropology and Cultural
    - 1. No quorum, so Michael Fisher will seek a vote by email to reallocate space as described in the [justification](#) from the department. The space was officially vacated by Dean Lisa Bond-Maupin therefore they are requesting reallocation back to CAHSS and CRF.
    - 2. The justification is good because it shows the problem and how it can be solved with the space use request.
  - ii. Request 81 - AS (combined with Requests 75 and 82)
    - 1. Update: Sequence as described in previous meetings still stands (see 6/25/21 meeting notes for details): UC as Student Union, AS spaces, and Student Life/clubs in former UC space (now called Student Activity Center). Former ticket center desk as you walk in will be a check in/out for games etc, and offices behind for student life.
    - 2. The three requests will be satisfied with the changes as described and can be ready for vote soon.
    - 3. Is the SAC a state owned and operated building? It has not been determined yet. Note that there is funding for IT needs when the classification is fulfilled.
- b. Discuss Space Request [Process Matrix](#) topics
  - i. Next space request call timing
    - 1. reviewed [draft call schedule](#)

#### 5. Space Management

- a. Vacated space - N/A
- b. Allocation changes - N/A
- c. Capacity changes - N/A
- d. Building Hours
  - i. There is a need to publish building hours for the Fall Semester and post either on Risk Management or Facilities Management websites. The hours also need to be programmed into the locks which takes time, and other programmatic decisions. Should we waive USFAC input or review it when quorum is present?
    - 1. We will vote over email.
  - ii. Question: Changes to NHE 113 as it has been open 24/7? Has this been reallocated? NHE first floor went to All School designation when the UC dissolved. NHE 113 has not been formally changed. Is the 24 hour study space a need on campus and available for reservations? The goal is to have all three VPs review (Shahrooz Roohparvar, Jason Meriwether, and Jenn Capps as informed by the Library Dean). Since the Library is closed through the semester and students will be navigating between online and in person classes, the computer labs and buildings will be fully open.

## **6. Action Items**

- a. 1.a. Minutes Approved

## **7. Special Topics - none**

### **POTENTIAL FUTURE TOPICS**

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

### **ATTACHMENTS & LINKS**

- June 25, 2021 meeting minutes

**REMINDER- Next USFAC meeting is Friday, August 20, 2021, 11:00 AM -12:00 PM, Zoom Meeting**