

# HUMBOLDT STATE UNIVERSITY

## University Space & Advisory Committee

### Minutes

#### University Space & Facilities Advisory Committee

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

**MEETING TIME: Friday, August 20, 2021, 11:00AM-12:00PM**

#### Voting

#### Non-Voting

	Shahrooz Roohparvar	x	Travis Fleming
x	Genevieve Marchand	x	Bella Gray
x	Bethany Rizzardi	x	Deirdre Clem
x	Michael Fisher		Kassidy Banducci
x	Katie Koscielak	x	Elizabeth Whitchurch
	Wendy Sotomayor		
x	Eric Riggs		
x	Steve St. Onge		
x	Josh Callahan		
	James Woglom		
x	Kristen Stegeman-Gould		
	Kelly Kime		

#### Quorum

#### 1. Previous Meeting Notes

- a. [July 23, 2021 meeting minutes](#) attached for approval

#### 2. AY2021 USFAC Details

- a. Review doodle poll for Fall 2021 meeting schedule
  - i. The new schedule will start September 9th at 11am for the Fall 2021 semester, then biweekly (every other week) until the end of December 2021.
- b. USFAC Reporting (Senate) - N/A for Summer
- c. Membership Update
  - i. New member: Eric Riggs (CNRS Dean)
    1. Deirdre Clem to set up an onboarding meeting with Eric Riggs
  - ii. Verify updated terms
    1. Jim Woglom's term ended Spring 2021. Genevieve Marchand indicated that he is interested in extending membership for two more years, from Fall 2021 to Spring 2023. Genevieve Marchand will confirm his role for next two years, which is currently URPC and CAHSS representatives
    2. Steve St. Onge, Josh Callahan, and Kristen Gould terms ended Spring 2021. They all agreed to extend their terms for two more years, from Fall 2021 to Spring 2023

- iii. Associated Students
  - 1. Genevieve Marchand to try and identify students who may be interested. Deirdre Clem will reach out to Jenessa Lund regarding vacancies.

### 3. USFAC Working Groups

- a. Communications Working Group
  - i. confirm membership and leadership
    - 1. Monday meeting - review candidates for chairing then we can reach out to those folks.
- b. Public Art Working Group - Jim Woglom
  - i. Steve St Onge indicated that there is interest in two mural ideas for the new Campus Store (former Tri Counties Bank): a local Native American theme or David Lawson memorial.
  - ii. Could we create a list of buildings acceptable for murals? What about in Eureka to draw attention to Eureka? Locations could include Humboldt BAY Aquatic Center or Trinidad Marine Lab
- c. Landscape Working Group - Liz Whitchurch
  - i. Nothing to report since last meeting. Group will meet in September.
- d. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
  - i. Nothing to report.
- e. Facilities Use Working Group
  - i. confirm membership, leadership, charge
    - 1. Membership: Mike Fisher and Deirdre Clem will email USFAC members to solicit interest and will include a summary of the charge. Those present today have indicated interest to serve on the working group are: Mike Fisher, Genevieve Marchand, Steve St. Onge
      - a. The working group, once established, will determine if anyone outside of USFAC be allowed to be on the working group
    - 2. Leadership: Need to identify chair
    - 3. Charge: This working group is required to be active this semester due to policies and guidelines for central events scheduling. CES is newly created under Enrollment Management and Student Activities (staffed by Kaityn O'Brien). This working group would communicate to campus regarding room reservations moving forward.
    - 4. Mike Fisher to confirm with Shahrooz Roohparvar regarding sunset of former working group
    - 5. Once the working group members and charge are finalized, Deirdre Clem will update the website for this working group
- f. Space Request Process Imps Working Group - Mike Fisher
  - i. [PDC Consultation Process](#)
    - 1. confirm need and purpose for this in pre-submittal steps
  - ii. Review [Strong and Weak Space Request Examples](#)
  - iii. Review [Schedule](#) for new Call
    - 1. Deirdre Clem will confirm dates for meetings with review partners (AS, URPC, Senate)

### 4. Space Request Process

- a. Update on current space allocation progress ([Request Summary](#))

- i. Request 74 - Anthropology and Cultural
  - 1. Received yes vote from quorum via email and they are now moving into their new space
- ii. Request 81 - AS (combined with Requests 75 and 82)
  - 1. SAC and NHE are the two areas of focus. Dean of Students and Enrollment Management have been involved in developing ideas for a new student union and how spaces can be used to support this use. Will need to review again during the next meeting and hold a vote.

#### **5. Space Management**

- a. Vacated space - N/A
- b. Allocation changes
  - i. NHE 1st Floor to All School
    - 1. did not address; need to move to agenda for next meeting
- c. Capacity changes - N/A
- d. Building Hours
  - i. Building hours had been removed from Campus Ready announcements, but will be added back by Kristen Gould to indicate that regular open hours will start Monday the 23rd.

#### **6. Action Items**

- a. 1.a. Minutes - quorum vote approved
- b. 5.d. Building Hours - quorum vote approved Fall 2021 building open hours will be shifted back to regular (pre-pandemic) operation hours

#### **7. Special Topics - not addressed**

- a. Physical Master Planning
- b. Cal-Poly Prospectus

#### **ATTACHMENTS & LINKS**

- July 23, 2021 meeting minutes

**REMINDER- Next USFAC meeting is Thursday, September 9, 2021, 11:00AM, Zoom Meeting**