

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Thursday, September 23, 2021, 11:00AM-12:00PM

Voting

Non-Voting

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

Quorum

1. Previous Meeting Notes

- a. [September 9, 2021 meeting minutes](#) reviewed and approved

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate) - Nothing to report this week
- b. Membership Update - student involvement (two Associated Students (AS) vacancies)
 - i. Welcome to Josefina Barrantes, who is newly nominated by AS to join USFAC. Josefina attended this meeting. Deirdre to schedule an onboarding meeting.

3. USFAC Working Groups

- a. Communications Working Group
 - i. The USFAC will sunset this working group (WG) as the efforts align very closely with the Space Request Process Improvements WG. This WG will be removed from future agendas and from the website.
- b. Public Art Working Group - Jim Woglom
 - i. A new mural proposal by the Hispanic Serving Institute has been initiated.
- c. Landscape Working Group - Liz Whitchurch

- i. The working group plans to meet on October 13 and will discuss a few topics: removal of a tree that has a root structure affecting stormwater infrastructure outside Science A; a leaning tree near the Library that requires removal; and a project to better catalogue exactly which species are on campus, and which ones are species we want to keep for educational purposes/edible plants project, etc.
 - ii. Edible plants movement is chaired by Katie Koscielak, and grounds crew are providing technical expertise, and it includes everything that is edible from groundcover to trees
 - iii. It was suggested to add Josefina Barrantes to this working group
 - d. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Kristen Gould clarified that the naming committee is not sunsetting
 - e. Facilities Use Working Group - Mike Fisher and Genevieve Marchand
 - i. The Sports Facilities Scheduling committee was a parallel group and it is slated for sunsetting as we are conducting similar actions in the Facilities Use WG. The Senate will review the sunsetting soon.
 - ii. The group plans to meet in early October and will look at scheduling by space type and how it will be implemented by the Conference & Events Services (CES) group, facilitated by Kaitlin O'Brien. Eventually, guidelines will be produced before the end of the calendar year.
 - iii. Membership beyond USFAC is warranted and Mike Fisher is reaching out to these partners. Justus Ortega and Margaret Griggs were two potential members mentioned.
 - iv. Genevieve Marchand suggested co-chairing this WG with Mike Fisher.
 - f. Space Request Process Imps Working Group - Mike Fisher
 - i. We meet next week to move on to the next stage of improvements. We are tracking space request process changes as the call moves ahead to see if the changes implemented are effective.
 - ii. Mike Fisher suggested the chair change from himself to Deirdre Clem.

4. Space Request Process

- a. Update on AY20/21 space allocation progress ([Request Summary](#))
 - i. Request [81](#) - AS (combined with Requests [75](#) and [82](#))
 1. AS, Student Life/Dean of Students, and EM all submitted requests and they are all tied together. PDC had started working with the requestors to develop a cohesive plan to allocate the former UC and Nelson Hall East spaces. The UC to SAC transition was generally cohesive with the existing space type and under the same Division (EM).
 2. Mike Fisher proposed a recommendation to approve student life/clubs for a space allocation change (vacated space) to SAC 229, 235, and 237. USFAC voted.
 3. Mike Fisher proposed a recommendation for AS to move to NHW Second Floor (with exception of NHW 213 and 207 because these rooms are shared resources). USFAC voted.
 4. SAC250 South Lounge will expand/remove walls of SAC 242-246 for Student Union use.
 5. Timeframe for vacation is unknown at this time. PDC is actively working with the groups.
- b. [Space Request Call AY21/22](#) Update

- i. We are currently waiting for space requests to be submitted, as well as consultation requests to Planning, Design and Construction (PDC). So far, PDC has not received any requests for consultation, and no space requests have been submitted.
- ii. Deirdre Clem will send out an all campus new portal message reminding folks of the space call submittal deadline.

5. Space Management

- a. Vacated space - N/A
- b. Allocation changes - N/A
- c. Capacity changes - N/A

6. Action Items

- a. 1.a. Quorum approval of September 9, 2021 minutes
- b. 4.a.i Quorum approval of Requests 75 and 82, as summarized in Request 81:
 - i. Student Life/Clubs to be allocated SAC 229, 235, 237
 - ii. AS to be allocated NHW 200-206, 208-212, 214, 216

7. Special Topics

- a. Physical Master Plan Update
- b. Cal-Poly Prospectus
 - i. The implementation phase has begun, and Mike Fisher and Eric Riggs are currently developing sub groups under the Facilities Working Group.

ATTACHMENTS & LINKS

- [September 9, 2021 meeting minutes](#)

REMINDER- Next USFAC meeting is Thursday, October 7, 2021, 11:00AM, Zoom Meeting