

# HUMBOLDT STATE UNIVERSITY

## University Space & Advisory Committee

### Minutes

#### University Space & Facilities Advisory Committee

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

**MEETING TIME: Thursday, October 7, 2021, 11:00AM-12:00PM**

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

Quorum

#### 1. Previous Meeting Notes

- a. [September 23, 2021 meeting minutes](#) reviewed and approved

#### 2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
  - i. Sports Facilities Scheduling Committee was sunsetted at the past Senate meeting by consent.
- b. Membership Update - student involvement (still have one AS vacancy)

#### 3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
  - i. Three projects currently in progress: Bookstore (on hold - rethinking site and artist concept, funding); HSI grant mural have a list of 5-6 possible locations; and Arcata Playhouse impermanent/temporary piece
  - ii. Steve St. Onge indicated that there is a wallspace in the JGC that could be a potential location. Jim Woglom and Brittany Britton will tour it with Steve.
  - iii. The Sunset/Redwood courtyard is also another potential location for art. Include Mike Fisher and/or Travis Fleming on the tour.

- b. Landscape Working Group - Liz Whitchurch
  - i. Nothing to report - meeting scheduled for next week
- c. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
  - i. On hold; nothing in progress right now
- d. Facilities Use Working Group - Mike Fisher
  - i. Determined Mike Fisher and Genevieve Marchand as co-chairs
  - ii. Goal to identify guidelines for scheduling on campus relative to work under the Conferences and Events Scheduling (CES) team.
  - iii. We've started identifying spaces eligible for these guidelines
  - iv. Add Bella Gray to this working group
- e. Space Request Process Imps Working Group - Deirdre Clem
  - i. Recap: over the last couple of months we updated our Space Request call process by developing a Planning, Design and Construction consultation, produced and shared examples of weak and strong requests, developed a pre-application checklist, and provided access to the scoring rubric and the anticipated call schedule.
  - ii. We are currently looking at:
    - 1. How the USFAC utilizes Associated Students' review and prioritization of requests. It is possible to include AS review as a weighted score in the overall rubric.
    - 2. Consistency in utilizing the rubric internally and setting aside time during the next committee meeting to pre-review the rubric and how we use it.
    - 3. A concise deliverable to document USFAC's scores and rationale for our review partners (URPC, Senate, President)
    - 4. Whether a repository of vacated space should or shouldn't live on the website
      - a. There is a list in Facilities Link for non allocated or 'all school'.
      - b. Example: when the Child Development Lab (CDL ) moves into Trinity Annex, will that change the Swetman building status to "unallocated", or does the Division retain that building? Would it be helpful to inform Department chairs/deans or stakeholders what the process is relative to moving uses?
      - c. How do we help requestors find a space? Do we maintain an internal list, or make it public? And/or, can we re-educate the campus regarding how to use Facilities Link to find vacated spaces and/or find spaces under their departmental purview?
      - d. What about co-sharing options across departments?

#### 4. Space Request Process

- a. Update on AY20/21 space allocation progress
  - i. [Space Request Call AY21/22](#) Update
    - 1. Link for [AY21/22 Space Requests](#)
    - 2. The committee reviewed the timeline and next steps. The call closed yesterday, and we have four space requests to review. The next step would be MBU and Division leads review and approval. CAHSS was granted an extension for their two submittals due to a change in the webform.

#### 5. Space Management - none

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

- c. Capacity changes - N/A

**6. Action Items**

- a. 1.a. September 23, 2021 Minutes approved

**7. Special Topics**

- a. Physical Master Plan Update
- b. Cal-Poly Implementation
  - i. This process will include many space considerations and the USFAC will be heavily involved. Eric Riggs and Mike Fisher are currently determining sub-groups and members under the Facilities implementation group.

**ATTACHMENTS & LINKS**

- [September 23, 2021 meeting minutes](#)

**REMINDER- Next USFAC meeting is Thursday, October 21, 2021, 11:00AM, Zoom Meeting**