

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Thursday, October 21, 2021, 11:00AM-12:00PM

Voting

Non-Voting

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

Quorum

1. Previous Meeting Notes

- a. [October 7, 2021 meeting minutes](#) attached for approval

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
 - i. See Facilities Use Working Group for Senate reporting
- b. Membership Update - student involvement (one AS vacancy)
 - i. New ideas solicited
 1. If anyone works with any student groups or clubs, they could try to garner interest there.
 2. Katie Koscielak can recirculate a recruitment email again after Genevieve Marchand reviews.
 3. Genevieve Marchand can solicit members at the next Associated Students meeting (biweekly on Friday afternoons)

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom

- i. The City of Arcata impermanent work on D Street overpass mural is underway. It is a design consisting of 4x18 panels.
 - ii. The Hispanic Service Institute (HSI) mural is still in design
 - b. Landscape Working Group - Liz Whitchurch
 - i. The working group reviewed the trees on the list for maintenance/removal
 - ii. They are currently reviewing and editing the campus plant list
 - iii. Their next meeting is in January 2022
 - c. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Name change for Science D Building to Alistair McCrone Hall will be considered in November
 - d. Facilities Use Working Group - Mike Fisher & Gen Marchand
 - i. Update on the process
 - 1. The working group is currently building the room use template for Conference & Event Services (CES) scheduling guidelines, which includes identifying space types, key approval access, and scheduler
 - ii. Consultative update
 - 1. An inclusive process is necessary. Stakeholders need to provide feedback on the creation of the guidelines produced in this group. The goal now is to create a basis of guidelines and glean input from stakeholders/users of the [shared rooms](#). USFAC is tasked with providing a recommendation to the Senate on the working group timeline since it is likely extended beyond what was anticipated. It was anticipated that CES would be fully active and guided come the end of 2021, but that would be pushed out later to include consultation with users.
 - 2. Messaging is important. We're not changing uses or taking away spaces; rather we're modifying the guidelines so we can effectively manage the spaces already in use.
 - 3. The goal is to try to decrease the bureaucratic/lengthy process to book a space, and streamline CES's involvement for CES and the space users.
 - 4. We might need to boost our communication so all involved understand the CES and the next steps. Not necessarily just meetings and emails, but maybe deans and department leads require education so they can provide details to their staff.
 - 5. Collectively, the USFAC would like to extend the deadline on this work with campus leadership. and provide a message to the Senate and the campus that department inclusion in this process will be completed with the Spring Semester 2022.
 - e. Space Request Process Imps Working Group - Deirdre Clem
 - i. How to incorporate Associated Students' review?
 - 1. Weighted scoring on our rubric vs qualitative review
 - a. Add column to reviewer summary with weights?
 - b. How are individual USFAC committee members using AS scores/priorities?
 - c. Gen asked this committee to review more fully and have two recommendations for the next meeting.
 - d. Wendy Sotomayor said that last year they tried to use rubric and it didn't work the way they wanted so they ended up ranking priorities.

- ii. The Planning, Design and Construction consultations were completed for three of the four requests.

4. Space Request Process

- a. Update on AY20/21 space allocation progress
 - i. [Space Request Call AY21/22](#) Update
 - 1. [Timeline](#)
 - a. USFAC can start individual review of [AY21/22 Space Requests](#) on October 27th (or anytime). Provost Capps is to complete a review of the four requests by October 27th.
 - b. Review [rubric](#) utility. Determined that grouping isn't necessary since we only have four requests, we'll be able to review as a full committee together.
 - c. USFAC meetings on November 4th and 18th can be dedicated to scoring as a group. No committee action until after AS provides input scheduled on November 17th.

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. October 7, 2021 minutes approved

7. Special Topics

- a. Physical Master Plan Update
- b. Cal-Poly Implementation

ATTACHMENTS & LINKS

- [October 7, 2021 meeting minutes](#)

REMINDER- Next USFAC meeting is Thursday, November 4, 2021, 11:00AM, Zoom Meeting