

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Thursday, November 4, 2021, 11:00AM-12:00PM

Voting

Non-Voting

x	Shahrooz Roohparvar	x	Travis Fleming
x	Genevieve Marchand	x	Bella Gray
	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		
	James Woglom		
	Kristen Stegeman-Gould		
	Kelly Kime		
x	Josefina Barrantes		

Quorum

1. Previous Meeting Notes

- a. [October 21, 2021 meeting minutes](#) attached for approval

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
 - i. nothing to report
- b. Membership Update - student involvement (one AS vacancy)
 - i. Katie Koscielak provided a draft recruitment email that we can share as we see fit. Resident Housing Authority (RHA) needs to recommend for the second AS seat. Deirdre Clem can mention the opening on Friday Nov 5 during their meeting.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. A significantly-sized wind chime memorial is proposed and is currently in review by the Foundation. It would come to PAWG if it is decided to move it forward.
- b. Landscape Working Group - Liz Whitchurch

- i. Tree removals planned for winter break: one near Library, redwood stump west of Music A, weight pruning west of Founders Hall, one near The Hill, and three additional pine trees in G15 Parking Lot (the roots were cut for asphalt repaving) are a concern.
 - ii. The WG also reviewed the campus plant list in their last meeting. The list will be used for grounds staff and for landscaping plans for new projects. It is not an exhaustive list.
 - iii. The WG will meet again in February 2022
 - c. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Alistair McCrone Hall rename for Science D is moving forward.
 - ii. Renaming of Humboldt State University to California State Polytechnic University, Humboldt will be voted on during the January 2022 Board of Trustees meeting
 - d. Facilities Use Working Group - Mike Fisher & Genevieve Marchand
 - i. Several departments have indicated that they are struggling with the new scheduling method through Conferences and Events Services (CES). Dr. Eboni Ford-Turnbow is in the process of meeting with some of the departments who are concerned about the process.
 - ii. Genevieve Marchand has researched other CSUs and CalPoly Universities to see how they schedule their spaces.
 - iii. The WG plans to create draft guidelines this semester, which will be submitted as recommendations to Dean of Students/CES, who will provide feedback and garner stakeholder input.
 - iv. Genevieve Marchand requested that the WG should meet weekly until the end of the semester, and Deirdre Clem will schedule.
 - v. A draft deliverable will be presented to the USFAC in November or early December prior to sending to the Dean of Students.
 - e. Space Request Process Imps Working Group - Deirdre Clem
 - i. This WG was charged by Genevieve Marchand during the October 21, 2021 meeting to provide a recommendation to the committee regarding how to incorporate Associated Students (AS) input. The WG recommends adding a fourth scoring element to the rubric. The weighted percentages were adjusted for Needs Analysis and Plan Alignment to ensure the new Student Input element is weighted at 15%. The updated rubric is linked below in 4.a. The USFAC has accepted the method to incorporate student input as recommended by AS.

4. Space Requests

- a. Review and discuss [space requests](#) and start [scoring](#) if time allows
 - i. [Request 88](#) Lucy Neely McLane Forensics Squad Room (Intercollegiate Speech and Debate Program)
 1. Planning, Design and Construction (PDC)/Facilities Management (FM) consultation report and discussion: No space has been identified. The current location for this use is located in the Telonicher House Room 112 and the network has not been upgraded by ITS. The current space is 293 square feet and is not ADA accessible. PDC suggests using a schedulable room that has access to needed storage. PDC has not identified a space at this point but will work with CES and Bella Gray/Kaitlyn O'Brien. There might be a space available within their Divisional allocation.
 2. Gist Hall Room 225 is an option to use, but it is classified as an All School Conference Room and is scheduleable but not available for allocation.

- ii. [Request 89](#) Environment & Community Grad Student Thesis Work Space
 - 1. PDC/FM consultation report and discussion: FH104 has been suggested and it has access to storage. It is a little over 200 square feet and schedulable (All School designation) with CES.
 - a. Is this room used as a conference room and not a lecture space? It was previously used by International Programs. It is a small occupancy and is underutilized.
 - b. Can the two grad student requests share a space? Or are they location-specific due to proximity to advisors? Grad students could have a key card that allows access to several grad student locations across campus.
 - c. How can we create a structure for feedback, to know if the spaces are working for the students? Perhaps it could be included in our recommendations but we are not necessarily the body to govern this.
 - d. If students want to have group work (talking out loud, collaborating), that might be more suited for a scheduled room, vs actual quiet thesis work which would be key-card access specifically to grad students.
 - e. Other departments do have graduate study space. It's called 'research study space' in Facilities Link. These spaces are offices with computers. See BSS3406 Psychology Research space as an example. We haven't classified it in FL as 'grad space' aside from Room Names so we can't easily access the list of what we have.
 - f. Deans should know about their grad space inventory, and might be able to utilize the spaces for this space request.
 - g. Some spaces are within other spaces (example: ~10sf desk and computer)
 - 2. FH104 is schedulable and classified as All School, and it would need a change in space type to 'research lab' if approved by USFAC
 - 3. Need to reach out to Cutcha, Shannon re: actual use. Is the intended use meetings and discussions amongst students, or is it quiet working time? Josefina indicated that the room will be used for both loud and quiet activities.
- iii. [Request 90](#) Natural Resources Graduate Student Lab
 - 1. PDC/FM consultation report and discussion: NR207 could also house shared space with department meetings.
 - 2. Can the two grad student requests share a space? Or are they location specific?
- iv. [Request 91](#) CAHSS Equipment Checkout
 - 1. PDC/FM consultation report and discussion: GH210C-F is a potential space once the partitions are removed. CAHSS is moving out of the GH210 Suite to the first floor. GH221 is the existing checkout space and the space will be used as offices for ITS staff (from NR and Telonicher House). Cassidy Banducci has asked them if they can use GH210 suite once they vacate. This is still within their Division/College. Could be a change in use and would require USFAC recommendation. Journalism and Mass Communication Department is currently allocated this space.

- b. The voting members of the USFAC will provide their individual scores for each of the four space requests on the rubric, and the USFAC will continue reviewing during the November 18, 2021 meeting.

5. Space Management - none

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

6. Action Items

- a. October 21, 2021 minutes approved

7. Special Topics

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

ATTACHMENTS & LINKS

- [October 21, 2021 meeting minutes](#)

REMINDER- Next USFAC meeting is Thursday, November 18, 2021, 11:00AM, Zoom Meeting