

# HUMBOLDT STATE UNIVERSITY

## University Space & Advisory Committee

### Minutes

#### University Space & Facilities Advisory Committee

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

**MEETING TIME: Thursday, November 18, 2021, 11:00AM-12:00PM**

#### Voting

#### Non-Voting

x	Shahrooz Roohparvar	x	Travis Fleming
x	Genevieve Marchand	x	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		
	Steve St. Onge		
x	Josh Callahan		
x	James Woglom		
	Kristen Stegeman-Gould		
x	Kelly Kime		
x	Josefina Barrantes		

Quorum

#### 1. Previous Meeting Notes

- a. [November 4, 2021](#) meeting minutes approved

#### 2. AY2021 USFAC Details

- a. USFAC Reporting (Senate) - nothing to report
- b. Membership and Meeting Timing
  - i. Need to solicit Co-Chair interest for Spring Semester to replace Genevieve Marchand as she will be on sabbatical for the Spring Semester. We need a faculty representative to co-chair, and another faculty rep in Genevieve's absence, if possible. They don't need to be within CPS. Jim Woglom is the only current faculty rep that could co-chair with our current membership. Genevieve Marchand will send out an email to Senate (Jane McGuire with Appointments and Elections Committee) to solicit interest.
  - ii. Meeting timing for Spring Semester 2022: we could keep the meeting as every other Thursday at 11am but need to confirm with the new co-chair if it works for their schedule

#### 3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom

- i. Impermanent piece was installed on fencing next to the pedestrian underpass and will likely last 6-12 months before it degrades.
- b. Landscape Working Group - Liz Whitchurch
  - i. Nothing new to report. Plan to meet again in February 2022
- c. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
  - i. McCrone Hall naming event is this afternoon.
- d. Facilities Use Working Group - Mike Fisher & Genevieve Marchand
  - i. This WG is reviewing a list of all spaces to determine which space types/room uses will be included and excluded from CES purview (reservable or not reservable). The next step is to prepare the draft guidelines to be submitted to the CES/Dean of Students before the end of the Fall Semester. The WG is also preparing an understanding of our methods to arrive at the draft guidelines. USFAC will review the draft guidelines prior to submittal to CES/DoS. The final deliverable will move to Senate review after CES/DoS has provided input, then the Spring Semester will be dedicated to gaining input from stakeholders across campus.
- e. Space Request Process Imps Working Group - Deirdre Clem
  - i. Nothing new to report. Meeting next week.

#### 4. Space Requests

- a. Review and discuss [space requests](#) and finalize [scoring](#) and prepare [rationale](#)
  - i. [Request 88](#) Lucy Neely McLane Forensics Squad Room (Intercollegiate Speech and Debate Program)
    1. Draft recommendation from 11/4/21 meeting: identify space within department or All School CES scheduling? Need to understand their anticipated schedule and storage needs. Not a reallocation recommendation (no vacated space that seems to suit this need). GH225 (All School) might be an option.
    2. There are significant costs to hyflex equipment, so if we can use an existing room with hyflex, that would be helpful.
    3. Storage space may be allocated to the College or Department within the schedulable room.
    4. The request includes a rename request. USFAC defers to the Naming Committee.
    5. Recommendation: Identify an 'All School' space and establish a priority schedule for use of the space for the requesting program. Additionally, recommend re-allocation of storage space for use by the program.
    6. Vote: Quorum approval (10 Yes, 0 No, 0 Abstain)
  - ii. [Request 89](#) Environment & Community Grad Student Thesis Work Space
    1. Draft recommendation from 11/4/21 meeting: FH104
    2. Can this be combined into a grad space system across campus? Polytech will increase the need for grad space. Location within buildings of the grad program(s) will be important moving forward with any grad spaces. We should be mindful of equity across programs.
    3. Recommendation: Reallocation change from 'All School' to Academic Affairs Division for FH104 (AA to develop provisions for shared grad use space(s))
    4. Vote: Quorum approval (10 Yes, 0 No, 0 Abstain)
  - iii. [Request 90](#) Natural Resources Graduate Student Lab
    1. Draft recommendation from 11/4/21 meeting: NR207

2. Looking for a space closer to their labs, so combining with Request 89 might not be helpful. Looking for group work to be included, so ideally the space should be a 'bullpen' situation with individual spaces within a larger room with a group area.
  3. Recommend: No allocation, work with Division and Dean Riggs to find spaces within Division
  4. Vote: Quorum approval (9 Yes, 0 No, 0 Abstain)
- iv. [Request 91](#) CAHSS Equipment Checkout
1. Draft recommendation from 11/4/21 meeting: GH210C-F
  2. Recommendation: No allocation of space and ID spaces within Division/College
  3. Vote: Quorum approval (9 Yes, 0 No, 1 Abstain)

## 5. Space Management

- a. Vacated space - N/A
- b. Allocation changes
  - i. Temporary allocation Wagner House Trinity Project Management - Advancement and Admin Affairs
- c. Capacity changes - N/A

## 6. Action Items

- a. 1.a. November 4, 2021 minutes approved
- b. 4.a.i. Request 88 recommendation approved
- c. 4.a.ii. Request 89 recommendation approved
- d. 4.a.iii. Request 90 recommendation approved
- e. 4.a.iiii. Request 91 recommendation approved

## 7. Special Topics

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

## ATTACHMENTS & LINKS

- [November 4, 2021](#) meeting minutes

**REMINDER- Next USFAC meeting is Thursday, December 2, 2021, 11:00AM, Zoom Meeting**