

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

AGENDA

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Thursday, December 2, 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
	Michael Fisher		Kassidy Banducci
x	Katie Koscielak	x	Elizabeth Whitchurch
x	Wendy Sotomayor		
x	Eric Riggs		
	Steve St. Onge		
x	Josh Callahan		
x	James Woglom		
x	Kristen Stegeman-Gould		
x	Kelly Kime		
x	Josefina Barrantes		

Quorum (7 or more)

1. Previous Meeting Notes

- a. [November 18, 2021](#) meeting minutes attached for approval

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate) - no report
- b. Membership and Meeting Timing
 - i. Co-Chair interest for Spring Semester to replace Genevieve Marchand
 1. We missed 2021 spring elections and the next round will be in February 2022. We have two options: be without a faculty co-chair for the first half of the Spring semester and include the position in the Spring 2022 elections, or elect within USFAC. Jim Woglom may be interested and could fill the role for a semester until Genevieve Marchand is back in August post-sabbatical.
 - ii. Meeting timing for Spring Semester 2022 dependent on co-chair
 1. Move back to Friday at 11am biweekly.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom

- i. The HSI STEM-based exterior mural will be under PAWG review soon. McCrone Hall is the chosen building, but there is concern regarding polytech construction on the building and if this location is the best in the long run. They have a list of proposed spaces that will be reviewed.
- b. Landscape Working Group - Liz Whitchurch
 - i. Nothing new to report and they plan to meet in February. There are four tree removals planned for winter break.
- c. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. McCrone Hall has been renamed and signage is in production.
- d. Facilities Use Working Group - Mike Fisher & Genevieve Marchand
 - i. This working group has reviewed over 6,000 rooms to whittle down to about 300 spaces that would be a part of the reservation system managed by Conference and Event Services (CES). Most of the conference rooms allocated to departments have been removed from the list. The list can be modified if necessary as it is distributed and reviewed by more stakeholders.
 - ii. The Marine Wildlife Care Center in particular has a purpose for marine emergencies and has a caveat that whoever is occupying the rooms would be kicked out if there were a marine emergency. This building is alarmed, so if spaces within the building are to be managed by CES, we would need to have a disarm plan.
 - iii. The draft guidelines are in preparation. Four approval prioritization categories (A through D) have been identified, and six event tiers have been identified.
 - iv. The working group Still needs to develop a timeline for how advanced you may schedule a space under each tier.
 - v. Where would Presidential-sponsored events fall? The administrative life that isn't directly related to students but is quite robust should be accounted for. They are typically hosted outside of academic hours.
 - vi. First come first serve may not be the standard. Annual HSU events take priority over any other event, and requestors should ideally plan further out so those spaces are reserved.
 - vii. The current plan is for USFAC to vote during our December 16th meeting.
- e. Space Request Process Imps Working Group - Deirdre Clem
 - i. This WG is requesting feedback ([Feedback request form](#)) from USFAC members for the top five process improvements made in this space call. We can discuss more during December 16th meeting.

4. Space Requests

- a. Review [rationale](#)
 - i. Solution-oriented recommendations have been a good change instead of recommending 'no allocation' which could lead to misinterpretation of USFAC's intent and ultimate recommendation.
 - ii. A committee member suggested adding USFAC's rank or score to the rationale deliverable. Deirdre Clem will add the overall score for each request and remove AS prioritization. The score column will indicate that Associated Students' ranking is included.
 - iii. The next step will be send the rationale document to Jim Woglom as the URPC representative, and the URPC will review and vote on USFAC recommendations tomorrow, December 3rd.

5. Space Management

- a. Vacated space - N/A
- b. Allocation changes - not addressed, move to next meeting
 - i. Temporary allocation Wagner House Trinity Project Management - Advancement to Admin Affairs (action)
- c. Capacity changes - N/A

6. Action Items

- a. 1.a. November 18, 2021 minutes approved

7. Special Topics

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

ATTACHMENTS & LINKS

- [November 18, 2021](#) meeting minutes

REMINDER- Next USFAC meeting is Thursday, December 16, 2021, 11:00AM, Zoom Meeting