

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Thursday, December 16, 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		Kassidy Banducci
	Katie Koscielak	x	Elizabeth Whitchurch
x	Wendy Sotomayor		Guest:
x	Eric Riggs	x	Eboni Ford Turnbow
x	Steve St. Onge		
x	Josh Callahan		
x	James Woglom		
	Kristen Stegeman-Gould		
	Kelly Kime		
x	Josefina Barrantes		

Quorum (7 or more)

1. Previous Meeting Notes

- a. [December 2, 2021](#) meeting minutes attached for approval

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate) - nothing to report - recent meeting was canceled
- b. Welcome Co-Chair Jim Woglom for Spring Semester to replace Genevieve Marchand

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Met with AS recently to discuss Science C exterior wall for a mural focused on themes of LatinX students.
- b. Landscape Working Group - Liz Whitchurch
 - i. Landscape and Tree Advisory group is working with the NAS food sovereignty lab plantings plan
- c. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. nothing new to report
- d. Facilities Use Working Group - Mike Fisher & Genevieve Marchand

- i. [Draft Guidelines for Conference & Event Services \(CES\) Scheduling of Reservable Spaces](#)
- ii. [Reservable Rooms by Categories](#)
 - 1. This document shows our process to arrive to the proposed draft guidelines.
 - 2. Genevieve Marchand took the committee through the draft step by step.
 - 3. No action today for USFAC; rather the guidelines will be next reviewed by Division Leads (VP Meriwether, VP Roohparvar, Dean Ford Turnbow, Chief of Staff Gordon, Provost Capps). It is ok to start implementing in Summer 2022 after feedback has been received by Colleges and Departments.
 - 4. Eric Riggs anticipates Provost Capps will send the guidelines out to college deans and department leads so our [anticipated timeline](#) might have some concurrencies.
 - 5. Jim Woglom suggests also presenting to SenEx and Associated Students. Dr. Ford Turnbow suggests these presentations occur after the Colleges and Department leads
 - 6. Need a mechanism to provide comments. Could this be a google form or they could add comments directly onto the document and/or email space@humboldt.edu? Add this to the top of the guidelines
- e. Space Request Process Imps Working Group - Deirdre Clem
 - i. [Feedback request](#)

4. Space Requests

- a. [Schedule](#)

5. Space Management

- a. Vacated space - N/A
- b. Allocation changes
 - i. Temporary allocation Wagner House Trinity Project Management - Advancement to Admin Affairs (action)
 - 1. Trinity Children's Center project's contractor is currently occupying the Wagner House and Advancement (KHSU was prior user) has agreed to allow the use of Wagner for this use temporarily over 6 months. 18 months is the expected timeframe for use. No other active programs are in this building. This space isn't accessible under ADA, which limits its ability to be used in other ways.
 - 2. This house is sensitive to certain communities and has better connectivity (ITS) than other program houses.
 - 3. The USFAC policy doesn't indicate a max temporary limit - look at revising the policy
 - 4. Does the URPC need notification of this action?
 - 5. USFAC approves this temporary allocation.
- c. Capacity changes - N/A

6. Action Items

- a. 1.a. December 2, 2021 minutes approved
- b. 5.b.i. Temporary allocation of Wagner House approved

7. Special Topics

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

ATTACHMENTS & LINKS

- [December 2, 2021 meeting minutes](#)

REMINDER- Next USFAC meeting is Friday, January 21, 2021, 11:00AM, Zoom Meeting