

HUMBOLDT STATE UNIVERSITY

University Space & Advisory Committee

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, January 21, 2022, 11:00AM-12:00PM

Voting

Non-Voting

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

Quorum (7 or more) - yes

1. Previous Meeting Notes

- a. [December 16, 2021](#) meeting minutes attached for approval - no suggested modifications and approved

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
 - i. Nothing to report/Senate hasn't met since our last meeting
- b. Move back to 1st and 3rd Thursdays at 11am (URPC moved to Fridays at 11am)
 - i. The new timing is accepted by the committee. Deirdre Clem will update the calendar invitations.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. No current proposals with PAWG.
- b. Landscape Working Group - Liz Whitchurch
 - i. The working group hasn't met yet this year, but four Monterey pines have been removed in G15. A red cedar between GH and SBS has been removed. An arbutus above Sunset Hall has been removed.

- c. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Signage for Polytech around the entrance gates will be the first improvement, then later across campus. Branding and naming is underway with a consultant and is expected to be completed by the end of Spring Semester, then a contractor will be selected.
- d. Facilities Use Working Group - Mike Fisher & Genevieve Marchand
 - i. The President's Advisory Team (PAT) will review the draft guidelines on January 24, 2022 during their standing meeting. Then specific stakeholders will review, as well as the Senate. The guideline will have a 'soft opening' Summer 2022, and Fall Semester 2022 it will be fully implemented.
- e. Space Request Process Imps Working Group - Deirdre Clem
 - i. The working group hasn't met this month. We are preparing a Standard Operating Procedures document for the space request process.
 - ii. How to delegate decision from USFAC to URPC? Based on the previous URPC review of the Fall Space Call, the URPC did not deliberate.

4. Space Requests

- a. [Schedule](#)
 - i. The space requests are moving through the schedule on time, and Senate will review on their consent calendar soon.

5. Space Management

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

6. Action Items

- a. 1.a. December 16, 2021 minutes approved

7. Special Topics

- a. Physical Master Plan Update
 - i. An Request for Proposals (RFP) for the Campus Physical Master Plan is in production and distributed to the CalPoly Facilities Implementation Working Group and will be distributed for proposals.
 - ii. USFAC's role will be as a stakeholder at minimum.
- b. Cal-Poly Implementation
 - i. CalPoly Facilities Implementation Working Group is also responsible for the CalPoly portfolio and the USFAC will be instrumental in reviewing space use when we develop plans with program spaces (current and new programs). Includes temporary moves (Team Domino is facilitating).

ATTACHMENTS & LINKS

- [December 16, 2021 meeting minutes](#)

REMINDER- Next USFAC meeting is Thursday, February 3, 2022, 11:00AM, Zoom Meeting