

CAL POLY HUMBOLDT

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting (COVID-19)

MEETING TIME: Friday, June 3, 2022, 11:00AM-12:00PM

Voting

Non-Voting

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

Quorum (6 or more) - yes

Guests: Rou Dalagurr Food Sovereignty Lab and Traditional Ecological Knowledges Institute Steering Committee Members Karley Rojas Vienneau, Carrie Tully

1. Previous Meeting Notes

- a. [April 29, 2022 meeting minutes](#) - approved
- a. [May 20, 2022 meeting minutes](#) - approved

2. AY2021 USFAC Details

- a. USFAC Reporting (Senate)
 - i. no Senate meetings since last meeting
- b. Membership
 - i. Josefina Barrantes can continue on through Fall 2022 Semester

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Mural in progress and will be reviewed by USFAC soon
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. no update
- c. Facilities Use Working Group - Mike Fisher
 - i. [Stakeholder review schedule](#)

- ii. [CES Guidelines](#) quorum via email motion passed to approve on May 31, 2022.
- iii. Next Steps: Guidelines are now in the hands of CES/Dean of Students, who will coordinate President's Advisory Team (PAT) review, and then implement. James Woglom will send an email to Monty Mola to ask if the URPC and/or Senate need to approve of the guidelines as they aren't policy. what is preferable at Senate. URPC is short members so going to SenEx is a better option. Monty to determine if voting or informational review.
- iv. Katie Koscielak would like to know if we are pushing out the guidelines. CES will conduct implementation, education and training henceforth. Campus messaging will come from PAT/Eboni Ford Turnbow. USFAC has completed their task to prepare the guideline drafts with CES.
- d. Landscape Working Group - Liz Whitchurch
 - i. Status Update: Co-Management and Shared Maintenance Agreement for Native American Studies Rou Dalagurr Food Sovereignty Lab & Traditional Ecological Knowledges Institute
 - 1. Agreement is progress with consultation with the Steering Committee
- e. Space Process Implementation Working Group - Deirdre Clem
 - i. Restarted this working group in order to update the Space Policy and corresponding Process Guide.

4. Space Management

- a. Vacated space - N/A
- b. Allocation changes -
 - i. **11:15AM Certain with Steering Committee in Attendance - [Rou Dalagurr Food Sovereignty Lab & Traditional Ecological Knowledges Institute](#)** outdoor space allocation
 - 1. Determine recommendation and vote
 - 2. Discussion:
 - a. out-of-cycle space allocation for outdoor space for recommendation to the President.
 - b. Would the outdoor allocation be contingent on completion of the shared maintenance and co-management agreement?
 - i. Historically not uncommon to allocate interior space with contingencies, such as budgeting or clarification of space use.
 - ii. Precedent-setting: This is Cal Poly Humboldt's first exterior space allocation without a full policy explaining exterior allocation protocol. This is a baseline allocation for exterior spaces.
 - iii. The outdoor allocation sooner rather than later is ideal to utilize summer months. Would requiring the agreement a contingency push out the time?
 - iv. Consistency with pre-established space allocations (example: interior spaces and the authority departments have for managing space)
 - v. Bethany Rizzardi and others indicated that they see the steering committee has demonstrated to date that they will be good stewards of the land. Bethany suggests we de-couple the two (outdoor allocation and shared agreement)
 - vi. Liz Whitchurch indicated that even if allocation was granted now without a prerequisite, the agreement would still need to be in place regardless of allocation timing before the land is planted/utilized. Outdoor allocation does not provide much other than a 'paper' approval without the agreement in place. The agreement is integral for

both parties to understand who is responsible for which tasks in the space.

- vii. What does an allocation actually mean when it's completed for an interior space? Are roles and responsibilities established? The steps to take after an allocation will still be under purview of Facilities Management / Trades. Users could move into the space, but could not attach anything to walls/paint, etc. For outdoor, there are more policies and regulations around groundskeeping.
 - viii. Space Policy update would include details for exterior space. Would it require a shared maintenance and co-management agreement? As this request is a 'pilot' request, it is unclear whether all exterior space allocations would require such an agreement.
 - ix. There are other entities on campus using exterior space. The USFAC would require retroactive agreements and allocations for these entities.
- 3. **Vote** to Addendum to Space Policy to require a shared maintenance and co-management agreement for exterior space allocation - quorum vote yes
 - 4. **Vote** Outdoor Space Allocation - Recommend allocation to the President for exterior space to the Native American Studies Department as outlined in the Rou Dalagurr Food Sovereignty Lab & Traditional Ecological Knowledges Institute - quorum vote yes
- ii. Feuerwerker House (FWH) first floor (All School) temporary space allocation to TRIO (EM) up to 2 years
 - 1. Currently vacated and priorly used by KHSU.
 - 2. Proposal related to Ca Poly implementation and space needed for advisors in SBS. EM Division to move TRIO temporarily out of SBS rooms 163 A-F to first floor of FWH. A long term solution is in development.
 - 3. Other pending space requests are permanent in nature and not suitable for FWH.
 - 4. Temporary allocation is allowed under the Space Policy up to two years.
 - 5. TRIO to move out of SBS 163 A, B, C, D, F, G, H, which will stay within the Division currently assigned.
 - 6. **Vote:** Temporary Allocation of FWH First Floor to TRIO for up to two years - quorum vote yes
 - c. Capacity changes - N/A

5. Action Items

- a. 1.a. April 29, 2022 meeting minutes approved
- b. 1.b. May 20, 2022 Meeting Minutes approved
- c. 4.b.3. Addendum to Space Policy to require a shared maintenance and co-management agreement for exterior space allocation - quorum vote yes
- d. 4.b.4. Outdoor Space Allocation - Recommend allocation to the President for exterior space to the Native American Studies Department as outlined in the Rou Dalagurr Food Sovereignty Lab & Traditional Ecological Knowledges Institute - quorum vote yes
- e. 4.b.ii.6. Temporary Allocation of FWH First Floor to TRIO for up to two years - quorum vote yes

REMINDER- Next USFAC meeting is Friday, June 17, 2022, 11:00AM, Zoom Meeting