

CAL POLY HUMBOLDT

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, September 9, 2022, 11:00AM-12:00PM

Voting		Non-Voting	
x	Sherie Gordon	x	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		
x	Kristen Stegeman-Gould		
x	Josefina Barrantes		
x	Cooper Jones		
x	Genevieve Marchand		

Quorum (6 or more) - yes

Guests: Adrienne Colegrove-Raymond and Kaitlin O’Brien

1. Previous Meeting Notes

- a. [August 26, 2022 Minutes](#) approved

2. AY2022-2023 USFAC Details

- a. USFAC Reporting (Senate) - Senate would like an introductory presentation on the space request call process within the next month. They would also like a mid-call update, then conclusion. Also CES guidelines have been in discussion.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. G Street Bridge still in process
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. The Committee is gaining clarity on the Wiyot Plaza. Is this CES-reservable space? PAT is reviewing this.
 - ii. Stephen St. Onge: A process needs to be created for the new poly buildings. The Naming Committee is directed to name gifted or donor-related buildings. Kristen Gould added that the design of the building should include a large space for exterior name signage.

- c. Facilities Use Working Group - Mike Fisher
 - i. CES Guidelines Discussion (work to be done in the sub group + CES) - the Library and Music departments have been providing feedback regarding how the guidelines are not working for their spaces. The guidelines need to be revised, and CES also will guide operational changes to accommodate any changes to the guidelines.
 - ii. Wendy Sotomayor indicated that the Library specifically has concerns regarding CES overseeing reservations of several of their spaces. The guidelines are fluid and need modification in certain areas, such as tier timelines (which was anticipated once the guidelines were applied). Wendy and CES have suggested edits for timelines, especially for external requests and student requests. Also exceptions are allowed by the Dean of Students per the guidelines currently, and Wendy is curious if this is still the best route. So far, the CES reservations have been working, and no one has been 'bumped' and not able to find a space. The details that aren't in the guidelines by design need clarification, such as 'can students use a space if it's empty?'
 - iii. Katie Koscielak: staff (institutional programming model, now led by Adrienne?) should provide input on the guidelines. Also, space requests education is important. What does an allocation 'get you'? It does not mean the user or allocated department has full control of the space.
 - iv. Stephen St. Onge: Library is asking to be involved in the revision adjustments, as well as possibly operational issues. Including in the guidelines edits the importance and need for these guidelines is necessary.
 - v. Michael Fisher: there was outreach in the Spring and it will be carried out again during the revisions of the complex nature of the guidelines.
 - vi. Jim Woglom: the review timing was condensed in the Spring, and it is important to note that outreach was conducted.
 - vii. Genevieve Marchand: Relating to Katie's comments, we need education and clarity around what is the process for a space allocation change? There also might need to be clarity around how the guidelines were created, and how the rooms were decided, and how original comments were addressed.
 - viii. Adrienne Colgrove-Raymond: Adrienne is meeting with concerned faculty/staff, and is compiling feedback that CES can use moving forward. We appreciate all of the work and CES - as a one stop for event planning is a wonderful asset to campus.
 - ix. Sherie Gordon: Is the Senate meeting on Tuesday a good venue for URPC to report communication related to the guidelines and next steps (high level)?
 - x. Jim Woglom: Suggested asking Monty about the Senate meeting on Tuesday as it's a busy agenda. URPC did not see the guidelines due to the end of last semester and URPC scheduling issues.
 - xi. Genevieve Marchand: should USFAC prepare an official letter to Senate with our status and next steps?
 - 1. Tier Timelines
 - a. Original intent was to provide priority to categories (academic instruction). This will be reviewed in the working group with CES input.
 - 2. Academic priority bumping
 - a. Also the President's events bump all others. Could this tier be expanded to include more groups.
 - 3. Policy vs. Guideline
 - a. The USFAC views this document as a guideline due to the need for revisions and input. It is flexible for iterations that were expected after the initial rollout in Spring 2022.

- b. Jim Woglom: the guidelines can be both. How CES manages it might need to be excluded from the guidelines in order to turn the guidelines into policy, which would outline the operations.
 - c. Bethany Rizzardi: There are growing pains once the guidelines are implemented. In concept the guidelines appeared satisfactory, but now in implementation, the effects are realized.
 - 4. Specialty Space over classification
 - 5. Flexibility
 - a. Add a section relative to how these guidelines are flexible and how space reservation and uses are nuanced. The intent is not to be a rigid rule, but can be flexible to account for the nuanced requests. CES should be empowered to make decisions; this likely needs to be written into the guidelines.
 - 6. How can we empower CES to make decisions outside of what is written in the guidelines? Wendy Sotomayor indicated that direction needs to be clear. Right now exceptions are sent to the Dean of Students. Should Wendy also have exception authority? Authority for exceptions to timelines vs tier exceptions could be different as these are different. Adrienne sees value in the exceptions going to the Dean of Students as it's weightier.
 - 7. Kaitlin O'Brien: CES is supposed to be a neutral party in this process, and how can CES stay neutral if we are responsible for making individual exceptions?
 - 8. Should we create a set of rooms that don't require approval? Meeting rooms or not special requirements?
 - 9. Mike Fisher: If we eliminated the timelines, that would make a big difference in the workload for CES. Codify that a high priority tier can be negotiated and re-scheduled somewhere else.
 - 10. Bethany Rizzardi: But non-academic spaces, such as the Library, could just stay open to schedule?
- d. Landscape Working Group - Liz Whitchurch
 - i. The working group will meet today to look at a proposed climate resilient landscaping project south of Van Matre Hall
- e. Space Process Implementation Working Group - Deirdre Clem
 - i. Met yesterday and discussed the upcoming space request call and if there are any doable changes to make from last year; general updates to the space policy; some sort of training or education around what a space request 'gets you' as well how vacated space is treated per the policy vs campus understanding;

4. Space Requests

- a. 2022/2023 Academic Year Space Request Call is open until October 20, 2022 . Here is the [Schedule](#).

5. Space Management

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

6. Action Items

- a. 1.a. August 26, 2022 Meeting Minutes approved

REMINDER- Next USFAC meeting is Friday, September 23, 2022, 11:00AM, Zoom Meeting