

CAL POLY HUMBOLDT

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, September 23, 2022, 11:00AM-12:00PM

Voting

Non-Voting

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

Quorum (6 or more) - yes

1. Previous Meeting Notes

- a. [September 9, 2022 Minutes](#) - approved

2. AY2022-2023 USFAC Details

- a. Welcome Sebastian Taylor, Associated Students representative
- b. USFAC Reporting (Senate)
 - i. Sherie Gordon discussed the Conference & Event Services (CES) with the Senate at the last meeting

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Jim Woglom met with City of Arcata Parks and Recreation about the potential for a series of art projects up G and H Streets to the G Street Bridge, with connection to the Annie Mary Trail. They are interested in using our Public Art Policy as guidance.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould

- i. 'Wiyot Plaza' naming review for the area between BSS and Native American Forum as well as the entire forested area.
 - c. Facilities Use Working Group - Mike Fisher
 - i. [CES Guidelines](#) update and URPC/Senate review
 1. There is an updated draft in preparation. The highlighted changes include removal of tier timing, which is proposed to be replaced with first-come first-serve requests tied to categorical and tier prioritization. Modifications also included addition of examples to each event type tiers.
 2. Timing for academic instruction is always prioritized. Semester class timing will take precedent before spaces are reserved from other tiers.
 3. The changes are substantial enough to warrant USFAC vote to move forward to the URPC next.
 4. Do we want campus partner reviews first? Sending a message out indicating that the guidelines have been edited based on campus feedback and the current review status (URPC to Senate). Genevieve Marchand has drafted a letter to the Senate, and perhaps this could be adapted for an all-campus email. Clarification on the creation of CES and the support from leadership is important, but not necessarily the role of USFAC to push forward.
 5. Jim Woglom suggested publishing a summary of the feedback narrative and when and who the original document was routed to for review and approval too.
 6. Jim also says, what if we submit a rationale on creation of CES by Sherie Gordon, then how the USFAC was tasked with working with CES to develop guidelines, and the third part would include the updated guidelines and room reservation list. Katie Koscielak suggested that the Goals and Process part of the guidelines are key and can be highlighted in campus correspondence.
 7. Here is the [original campus communication](#) regarding CES rollout.
 - d. Landscape Working Group - Liz Whitchurch
 - i. The group met last week and walked the site of the Climate Resilience landscaping project initiated out of the office of sustainability. This rehabilitates the west side of the hillside outside Van Matre Hall. Includes interpretive signage and showcase what we can do in our Humboldt environment, elements would include native oak woodland, Pacific Northwest ecosystem, and another showcasing Mediterranean ecosystem.
 - ii. Liz would like to show us a proposal once it's created.
 - e. Space Process Implementation Working Group - Deirdre Clem
 - i. The group hasn't met since the last meeting. We plan to meet again in October.
 - ii. Could we record a presentation on the space request process for Senate and campus communities to review that is posted on our website?

4. Space Requests

- a. 2022/2023 Academic Year Space Request Call
 - i. [Schedule](#)

5. Space Management

- a. Use changes - Gender inclusive [locker rooms](#) in KA Building
 - i. Genevieve received an email from Rob Keever indicating that there is not an open and available locker space that is gender inclusive in the Kinesiology and Athletics building. RR-1A and RR-1B are open as gender inclusive, one is open always and one is open when not used by referees.
 - ii. Cooper Jones confirmed that there are accommodations available in KA for this use.

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

6. Other Items

7. Action Items

- a. 1.a. September 9, 2022 Meeting Minutes approved

REMINDER- Next USFAC meeting is Friday, October 7, 2022, 11:00AM, Zoom Meeting