

CAL POLY HUMBOLDT

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

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

Voting		Non-Voting	
x	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		Howard Maxwell
x	Eric Riggs		
x	Steve St. Onge		
x	Josh Callahan		
x	James Woglom		
	Kristen Stegeman-Gould		
	Josefina Barrantes		
x	Cooper Jones		
x	Sebastian Taylor		

Quorum (8 or more) - yes

1. Previous Meeting Notes

- a. October 7, 2022 Minute - approved

2. AY2022-2023 USFAC Details

- a. USFAC Reporting (Senate)
 - i. The CES guidelines update letter was reported to Senate via Jim Woglom (URPC)
 - ii. Sherie Gordon requested Jim Woglom to include an update with next steps for the AY2022-23 Space Request process as the call has now closed.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. The City Hall meeting for city murals was held as previously discussed in prior meeting minutes.
 - ii. See October 7, 2022 meeting minutes for information relative to Sciences Complex memorial mural. Groups on campus are discussing the potential need for a memorial (mural) policy.
 - iii. Nelson Hall East series of murals is in inception
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Nothing to report
- c. Facilities Use Working Group - Mike Fisher

- i. [CES Guidelines](#) update and URPC/Senate review
 1. The guidelines are improved and modified and will be available on the CES website, along with the updated room reservation list, by the end of the day. Wendy Sotomayor would like to know if the campus as a whole is aware of the changes and will they be notified? Sherie Gordon indicated she and Adrienne Colegrove-Raymond will push out noticing. Jim Woglom suggests confirming with Monty Mola (Senate) before pushing out. It is USFAC's understanding that the guidelines are established and do not need a Senate vote. Sherie Gordon will discuss with Monty Mola.
- d. Landscape Working Group - Liz Whitchurch
 - i. Refer to October 7, 2022 meeting for current status
 - ii. We have potential to have an Official Tree Campus USA designation. There is no cost to have this designation. One of the requirements is to have a committee on campus tasked with managing our trees and members can be folks from around campus, a student, and a community member. The Landscape and Tree Advisory Subcommittee fits this role, however the community membership position needs to be filled to finalize the membership profile.
 1. Sebastian Taylor suggested that perhaps a community member on the Food Sovereignty Lab Board may be a good fit for the community representation on the LTAS.
 2. The City may also have recommendations for community membership. Genevieve Marchand has connections to the City of Arcata Parks and Recreation Division.
 3. LTAS needs to determine membership timing.
 4. How will the member be decided? Associated Students has appointed members of the LTAS in the past. What entity makes selection for this member?
- e. Space Process Implementation Working Group - Deirdre Clem
 - i. The working group is working on two initiatives: update to the Space Policy, and producing a more digestible format to educate around space allocation in general, as well as the space request process.

4. Space Requests

- a. 2022/2023 Academic Year Space Request Call
 - i. [Schedule](#)
 1. Division approval, then Associated Student review
 2. Deirdre Clem is coordinating agendaizing USFAC's allocation recommendations to URPC and Senate in the Spring.
 - ii. [Space Requests](#)
 - iii. [Rubric](#) refresh
 - iv. Wendy Sotomayor requested an update on prior year space requests.
 1. Nelson Hall East is an example.

5. Space Management

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

6. Other Items

- a. URPC Forum November 15, 2022
 - i. Sherie, Mike, Deirdre, Arlene Wynn to prepare for this presentation. Draft presentation to be prepared for Sherie and Mike's meeting on November 4, 2022.

7. Action Items

- a. 1.a. October 7, 2022 Meeting Minutes approved.

REMINDER- Next USFAC meeting is Friday, November 4, 2022, 11:00AM, Zoom Meeting