

CAL POLY HUMBOLDT

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, December 2, 2022, 11:00AM-12:00PM

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

Quorum (8 or more) - Yes

1. **Previous Meeting Notes**
 - a. [November 18, 2022 Minutes](#) approved
2. **AY2022-2023 USFAC Details**
 - a. USFAC Reporting (Senate)
 - i. No report given
 - b. Welcome Andrea Alstone as proxy for Katie Koscielak due to a scheduling conflict through the Spring 2023 Semester.
3. **USFAC Working Groups - not discussed**
 - a. Public Art Working Group - Jim Woglom
 - b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - c. Facilities Use Working Group - Genevieve Marchand & Mike Fisher
 - d. Landscape Working Group - Liz Whitchurch
 - e. Space Process Implementation Working Group - Deirdre Clem
4. **Space Requests**

- a. 2022/2023 Academic Year Space Request Call
 - i. [Schedule](#)
 - ii. Active [Space Requests](#) Overview ([Summary](#))
 - iii. Voting Members Review/Scoring Timing ([Rubric](#))
 1. [Request 97 ITS Customer Care Office Space](#)
 - a. USFAC will review this request at our next meeting on January 13, 2023.
 2. [Request 99 OLLI Class/Office Space](#)
 - a. OLLI previously ran a robust program off campus at the Humboldt Bay Aquatic Center (HBAC). A new office location is not a problem to support OLLI, and the Stewart Building was acquired for programs such as this
 - b. Bethany Rizzardi asked how these rooms will be funded for hyflex and furniture. Mike Fisher responded that central funding from custodial square footage (\$20/sf for Stateside space as an automatic ask to CSU as a required cost. Bethany indicated that notating what is included in the allocation is important; such as if the room is furnished and has hyflex capabilities, etc.
 - c. Stewart Building is planned to be stateside February 2023, recorded in SFDB later in 2023, and funding will be applied 2025-2026.
 - d. There are currently vacancies in Suites 210 and 213 within Stewart Building. Renovations would be necessary. The second floor is at street level on the north side, so no elevator is necessary.
 - e. Steve St. Onge asked if the OLLI program could interfere at all with the other existing leasee tenants? The tenants are within individual spaces/suites, with shared restrooms. The University is not renewing existing leases and the entire building will move stateside eventually.
 - f. Cassidy Banducci is concerned about accessibility and due diligence of the structure. Timelines and expectations
 - g. Kristen Stegeman-Gould asked if there are other spaces suitable for their need if the Stewart Building does not work for their request? Physical needs or timeline. The backup option would be to use instruction space schedulable on campus. OLLI is interested in ease of access and parking.
 - h. Is an All School allocation an option? Perhaps we need more information on how many hours a day and week they will use the space in order to determine whether the space could be allocated to Extended Education/CEEGE or All School. Bella Gray indicated that their classes are more sporadic in nature and not months-long like a traditional instruction class. Extended Education could have priority over these spaces.
 - i. Sheila Rocker-Heppe indicated via text to Bethany Rizzardi that 30-40 hours per week, including weekends, is the current room use estimate.
 - j. If All School, will OLLI have priority for this space even though Academics is first priority through the CES protocol? Bella Gray indicated that they schedule spaces only a couple months or less in advance. Allocating to Extended Education might be a better fit given these details.
 - k. Office space is requested briefly in the request; additional clarity is necessary.
 - l. Condition: If the Stewart Building proves to be inaccessible, another space on campus can be utilized.
 - m. Motion: Allocate Stewart Building Suite 210 to Department Extended Education - Community Education for use by Osher Lifelong Learning Instruction (OLLI)

classes. Office space under consideration and eligible for mid-cycle allocation.

Vote: 8 yes, 1 no. Quorum yes.

- iv. Clarification to the Funding section is necessary for the next cycle. What types of costs are to be included in this question on the space request form? Is it renovation, or ongoing operation costs. Clarify what 'long term funding' means. This will be reviewed in the Space Process Improvement Working Group.
- v. [Recommendations and Rationale](#)

5. Space Management

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

6. Other Items

- a. Reminder USFAC Holiday Gathering December 15th 5pm Septentrio

7. Action Items

- a. 1.a. November 18, 2022 Meeting Minutes

REMINDER- Next USFAC meeting is Friday, November 18, 2022, 11:00AM, Zoom Meeting