

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, January 27, 2023, 11:00AM-12:00PM

Voting

Non-Voting

	Sherie Gordon		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		Elizabeth Whitchurch
x	Bethany Rizzardi		Howard Maxwell
	Eric Riggs (out for Spring Semester)		
x	Steve St. Onge		
x	Josh Callahan		
	James Woglom		
x	Kristen Stegeman-Gould		
x	Cooper Jones		
x	Sebastian Taylor		

Quorum (7 or more) - yes

1. Previous Meeting Notes

- a. [January 13, 2023 Minutes](#) approved

2. AY2022-2023 USFAC Details

- a. USFAC Reporting (Senate)
- b. Membership and [Bylaws](#) Update
 - i. In the process of one more faculty representative appointed by the Senate.
 - ii. The bylaws need an update to address changes within FM and the campus as a whole. There is possibility to adjust the bylaws to reduce the requirement of two faculty members to one as appointed by Senate.
 - iii. Genevieve Marchand has reached out to Associated Students fill our last

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. No report
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
 1. Naming Committee is a subcommittee of the USFAC
 2. Revision of policy might be necessary to bring more clarity to the relationship between this committee and the USFAC. It has acted as a committee that provides information to USFAC, and does not currently provide USFAC with approval of the committee's actions.
 3. Why is the committee under USFAC if USFAC does not have authority over the committee?

4. The committee reports to USFAC are helpful for name changes prior to the actual name change announcement.
 5. Genevieve asked the committee to initiate a review of their policy and report back to USFAC.
- c. Facilities Use Working Group - Mike Fisher
 - i. Nothing to report
 - d. Landscape Working Group - Liz Whitchurch
 - i. Nothing to report
 - e. Space Process Implementation Working Group - Deirdre Clem
 - i. Narrowed down our methods for space process training, and landed on conducting another roadshow with Council of Chairs, Info Exchange (includes Academic ASCs), Academic Affairs leadership, Enrollment Management, Associated Students, and Senate
 - ii. Policy Update will also be in process in conjunction with the Bylaws update Genevieve Marchand indicated earlier.

4. Space Requests

- a. 2022/2023 Academic Year Space Request Call
 - i. [Schedule](#)
 1. URPC passed two space requests
 - ii. Active [Space Requests](#) Overview ([Summary](#))
 - iii. Voting Members Review/Scoring Timing ([Rubric](#))
 1. [Request 99 OLLI Office space](#) review/vote
 - a. USFAC reviewed the additional information relative to the office space part of the request
 - b. OLLI classroom was approved by USFAC on December 2, 2022 for Stewart Building Suite 210
 - c. Suite 213 is currently built with office spaces, which is across the hall from Suite 210.
 - d. Mike Fisher indicated that they are looking for occupation by Fall Semester 2023. Improvements to the space could occur in Summer 2023.
 - e. Motion: Provide office space in Stewart Building
 - f. Vote: Yes: 9, No: 0, Abstain: 0
 - g. Our recommendations and rationale report will be updated and sent to the URPC for review at their next meeting.

5. Space Management

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

6. Other Items

- a. Mike Fisher indicated that Team Domino will have a deliverable to share with USFAC in February.

7. Action Items

- a. 1.a. January 13, 2023 Minutes approved
- b. 4.a.ii.1i Space Request 99 Office Space Vote yes

REMINDER- Next USFAC meeting is Friday, February 17, 2023, 11:00AM, Zoom Meeting