

AGENDA

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, September 22, 2023, 11:00AM-12:00PM

Voting	Non-Voting
	x Travis Fleming
x James Woglom - Co-Chair	x Deirdre Clem
x Michael Fisher	x Kassidy Banducci
x Katie Koscielak (Andrea Alstone)	x Elizabeth Whitchurch
x Wendy Sotomayor	Howard Maxwell
Bethany Gilden	
x Eric Riggs	
Steve St. Onge	
x Kristen Stegeman-Gould	

Quorum (5 or more) - yes

1. Previous Meeting Notes

- a. [February 17, 2023 Minutes](#) - quorum approved
- b. [April 14, 2023 Minutes](#) - quorum approved
- c. [September 8, 2023 Minutes](#) - quorum approved

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate)
 - i. No space reporting in the last meeting.
- b. [Membership, Updates and Vacancies](#)
 - i. The Appointments and Elections Committee (AEC) is reviewing vacancies and will know results on Tuesday.
 - ii. Jim Woglom will be meeting with Associated Students next week to fill our two AS vacancies
- c. Purpose and Goals (Discussion)
 - i. Goal to see integration with Cal Poly Planning efforts and other goals as discussed in our prior meeting.
 - ii. Dean Riggs indicated that the OAA leadership/Provost Capps meeting is also discussing broader space concerns regarding optimizing space and polytechnic space planning.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. The Wiyot Plaza slab installation planning is in progress, with anticipated digging starting next week.
 - ii. HSI/STEM mural is 3x larger than anticipated. Facilities and PAWG are coordinating installation. 3 4x8 sheets.
 - iii. Balabanis House/Frank Herrera interior mural in Diverse Scholars Room proposal. Kristen Gould asked if PAWG could consider the materials and if the art could be moved once the building is demolished, or if programs move locations
 - iv. Forestry exterior wall application is in preparation.

- v. HBAC rolling door proposal is in fact-finding status for materials and location.
- vi. Kristen Gould indicated that MarCom is looking more favorable to mounted television-based video content in certain spaces. Travis Fleming indicated consideration for ADA compliance and mounting depth, as well as conduit access. Andrea Alstone asked about energy efficiency and how they are managed and controlled.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
 - ii. no updates
- c. Landscape Working Group - Liz Whitchurch
 - i. Liz Whitchurch has filled all positions for this year except for a student member.
 - ii. The group is garnering feedback for the resilient landscape plan outside of Founders Hall, as well as the landscape plan for the Engineering & Technology meeting
 - iii. Next meeting is October 10 and they are meeting once every month.
- d. Space Process Implementation Working Group - Deirdre Clem
 - i. Worked on the Space Requests schedule last meeting, as well as updating the space request form for clarity. It will be ready before the launch.

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#)
 - ii. Team Domino integration
 - 1. Mike Fisher and team will be submitting the poly portfolio of room changes as a space request.

5. Space Management

- a. Vacated space - N/A
- b. Allocation Changes
 - i. [GH 212](#) change space type from Conference to a Student Lounge and possible change from All School to College of Professional Studies. (Justus Ortega lead)
 - 1. CPS was under the impression that this space was under their allocation and has been used primarily by this department.
 - 2. Change room use to either Lounge or Auxiliary Student Use. Similar to HGH_201
 - 3. Generally USFAC appears to be in support, but due to precedent setting, we would like to process through the Space Request Call. Mike Fisher and Deirdre Clem to coordinate a response with Justus.
 - ii. Temporary: [Toddler Center](#) 101 and 102 temporary allocation to CNRS Dean's Office, and shared by Fire Lab grad students and the Cannabis Studies undergrad students until NR_222/223/211 and Swetman Building are renovated (PLY303 and PLY306). Updated Room use from Other/Auxiliary General Space to Research Space
 - 1. This was a part of the cal poly programming effort. The Toddler Center is newly vacated as the Children's Center moved to the new Trinity Annex renovation. The use of this space is through AY23-24. NR Second floor will likely be used to relocate these two program uses. This move will come to USFAC in time.
- c. Capacity Changes - N/A
- d. Room Use/Space Type (within allocation, space data analysis, not related to space request process)
 - i. [AMH 143](#) Plant Molecular Biology Lab change room use from Teaching Lab Service to Research Space (room area 518 sf) - space used solely for non-class research
 - ii. [AMH 149](#) Plant Culture Prep Room change room use from Research Space to Teaching Lab Service (room area 248 sf) - space used to support classes
 - 1. All within division, but the changes are for a change in space type. It is under USFAC consideration and vote due to the change in square footage (Teaching Lab Service is shrinking, Research Space is growing)

- iii. [LIB_002](#) proposal to change room use from Other Specialized Support to Conference to increase station count. Remain All School allocation
 1. This can be considered a clean up of the space use as it is functioning as a conference space for a few programs utilizing the Library Basement.
- iv. [FR_213](#) room use change from Maintenance and Repairs to Teaching Lab U/D
 1. This can be considered a clean up of the space use as it has been functioning as a teaching lab space for the woodshop prior and now currently used as a makerspace.
 2. Station count should be updated; it currently shows zero capacity in 25Live and zero stations in Facilities Link. Update station count to 18.

6. Other Items

- a. Capital/Infrastructure Projects Update/Team Domino
- b. Campus Physical Plan Update
- c. Property Update (Acquisition)
- d. [Bylaws](#) Update

7. Action Items

- a. 1.a. - February 17, 2023 Minutes - quorum approved
- b. 1.b. - April 14, 2023 Minutes - quorum approved
- c. 1.c. - September 8, 2023 Minutes - quorum approved
- d. 5.b.i. - GH_212 Space Type Change
- e. 5.b.ii. - Toddler Center Temporary Reallocation - quorum approved
- f. 5.d.i. and ii. - AMH_143 & _149 Space Type Changes - quorum approved
- g. 5.d.iii. - LIB_002 Space Type Change - quorum approved
- h. 5.d.iv. - FR_213 Space Type Change - quorum approved

REMINDER- Next USFAC meeting is Friday, October 6, 2023, 11:00AM, Zoom Meeting