

## Minutes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** Zoom Meeting

**MEETING TIME:** Friday, November 3, 2023, 11:00AM-12:00PM

**Voting**

**Non-Voting**

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

Quorum (6 or more) - yes

**1. Previous Meeting Notes**

- a. October 6 minutes not approved saved for next time

**2. AY2023-2024 USFAC Details**

- a. USFAC Reporting (Senate) - nothing to report
- b. [Membership, Updates and Vacancies](#)
  - i. New membership has been confirmed: James Graham
- c. Purpose and Goals (Discussion) - no further discussion today

**3. USFAC Working Groups**

- a. Public Art Working Group - Jim Woglom
  - i. Jim Woglom is meeting with HBAC mural stakeholders next week. Met with street art Eureka on the best application for a roll up door. Advancement is looking for funding and full costs are being developed.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
  - i. [Policy](#) Review
  - ii. There is a conversation around what the new buildings will be called, not related to donor.
- c. Landscape Working Group - Liz Whitchurch
  - i. Met with the Landscape architects on the E&T building, the most important topic was around what are we going to do with the specimen trees on 17th street. gave feedback on what they would want to see. The group broadened the involvement to include more faculty and the greenhouse manager to inform this process. The expanded group identified what trees need to move and where they would go.
  - ii. Started an email conversation on the resilient landscape project. looking to make progress in the next 12 months. Possible to deliver this update to senate (mentioned by Jim)
- d. Space Process Implementation Working Group - Deirdre Clem
  - i. nothing new to report

#### **4. Space Requests**

- a. 2023/2024 Academic Year Space Request Call
  - i. The Space Request Call is launching October 9, 2023. Here is the [Schedule](#)
    1. Planning, Design, and Construction will be hopefully receiving requests for consultation
  - ii. Team Domino integration
  - iii. In cycle vs out of cycle space requests criteria: inter Divisional vs room use changes
    1. Revision to implementation guide for clarity

#### **5. Space Management**

- a. Vacated space - N/A
- b. Allocation Changes Allocation Changes - Nelson Hall east [116 and 118](#) -Temp allocation to EM Career Development Dept. Steve St. Onge submitting space request.
- c. Capacity Changes - N/A
- d. Room Use/Space Type (within allocation, space data analysis, not related to space request process) - N/A

#### **6. Other Items**

##### **7. Action Items**

- a. 5.b. - NHE 116 and 118 Allocation to Career Advising . - Quorum vote passed

**REMINDER- Next USFAC meeting is Friday, October 20, 2023, 11:00AM, Zoom Meeting**