

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, November 17, 2023, 11:00AM-12:00PM

Voting

Non-Voting

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

Quorum (7 or more) - yes

1. Previous Meeting Notes

[October 6, 2023 Minutes](#) - approved

[November 3, 2023 Minutes](#) - approved

2. AY2023-2024 USFAC Details

a. USFAC Reporting (Senate)

b. [Membership, Updates and Vacancies](#)

i. Welcome Duncan Hughes, ITS Representative

ii. Jim Woglom looked at Senate Bylaws for co-chair designee language, and SenEx says in a short term, we could have a designee, but go to CBC for long term changes. VP Ho'a would like to designate Michael Fisher. We want to revise our bylaws anyways, so adding this to our bylaws update might be better than a separate submittal might make sense. Link Mike's interim term to VP Ho'a's interim term (ends beginning of February when VP Sherie Gordon is back). The intention is to ensure the leadership is more substantive as Mike Fisher is more involved and deeper ingrained in the subject matter of the committee than the VP. Also, the USFAC reports to the VP.

c. Purpose and Goals (Discussion)

3. USFAC Working Groups

a. Public Art Working Group - Jim Woglom

i. HBAC x Eureka Street Art Festival - 3-rolling door south facing

b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould

i. [Policy](#) Review

c. Landscape Working Group - Liz Whitchurch

1 Harpst Street, Arcata, California 95521-8299

<https://senate.humboldt.edu/university-space-and-facilities-advisory-committee>

- i. Reviewed Engineering and Tech building landscape plan and Resilient Landscaping project below Van Matre and Founders Hall.
- d. Facilities Use Working Group - Mike Fisher
 - i. Updates to: [Bylaws](#), [Space Policy](#), and Process Guide

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#) - the call closes today at 5:00 pm and we have one space request submitted so far.
 - ii. Team Domino integration - this will be submitted at the Division level by Michael Fisher.
 - iii. Note that the space request process is cycled each year and is required to reallocate space (when a division needs space) and is less about 5.d. below is more dynamic and can occur at any time of the year. 5.d. is a change in space use (room use/space type change, or station count, etc) within a division.

5. Space Management

- a. Vacated space - N/A
- b. Allocation Changes
- c. Capacity Changes - N/A
- d. Room Use/Space Type (within allocation, space data analysis, not related to space request process)
 - i. [JGC 202](#) Clam Beach Room - request from department to change room use/space type from Conference Room to Office for Dining (Chartwells). Includes station modification. Departmental allocation to remain under Housing & Res Life (D40036). Deliberate 0041 Admin - Support vs 0049 Other Office.
 - ii. [GH 212](#) Conference Room - request from College of Professional Studies to change allocation from All School/All College to the Division.

6. Other Items

- a. [Capital/Infrastructure Projects Update](#)/Team Domino
- b. [Campus Physical Plan](#) Update

7. Action Items

- a. 1.a. October 6, 2023 Minutes - approved via quorum
- b. 1.b. November 3, 2023 Minutes - approved via quorum
- c. 5.d.i -JGC_202 Clam Beach Room from Conference to Office - approved via quorum
- d. 5.d.ii - GH_212 from All School to College of Professional Studies - approved via quorum

REMINDER- Next USFAC meeting is Friday, December 1, 2023, 11:00AM, Zoom Meeting