

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, December 1, 2023, 11:00AM-12:00PM

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

Quorum (7 or more) - yes

1. Previous Meeting Notes

November 17, 2023 Minutes approved

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate) - no Senate-level items since last meeting.
- b. [Membership, Updates and Vacancies](#) - need to assign this task to the Facilities Use working group. Mike Fisher plans to start this in the Spring.
 - i. Welcome Jim Graham, Senate-elected
 - ii. Michael Fisher, Interim Co-Chair until CBC can review if the 'or designee' can be added to our policy.
- c. Purpose and Goals (Discussion)

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. HBAC mural project is still in progress
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
 - ii. no updates
 - iii. New signage plan for wayfinding (on and off campus). Also proposed interior signage plan.
- c. Landscape Working Group - Liz Whitchurch
 - i. Founders Hall climate resilience landscape project team debated about three large douglas fir trees next to Art B/Music B complex. Liz is outlining the conversation and will share. One idea would be to remove three, which would remain one that is south of the group of three, vs leaving one of three in addition to the southern one. Argument to keep the one of the three is

that it is giant and relatively healthy where the other two are not as healthy and a maintenance issue so close to buildings.

- ii. E&T transplant plan to around AMH/Sciences
- iii. ERSC proposed plant list is in preliminary review
- iv. Foster parking lot preliminary review
- d. Facilities Use Working Group - Mike Fisher
 - i. Updates to: [Bylaws](#), [Space Policy](#), and Process Guide
 - ii. no updates

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#)
 - ii. Team Domino integration
 - iii. Space request from EM for Career center

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) - N/A

6. Other Items

- a. [Capital/Infrastructure Projects Update](#)/Team Domino
 - i. Reviewed design updates for E&T and ERSC projects.
- b. [Campus Physical Plan](#) Update

7. Action Items

- a. 1.b. November 17, 2023 Minutes

REMINDER- Next USFAC meeting is Friday, January 12, 2024, 11:00AM, Zoom Meeting