

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, January 12, 2024, 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 - 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	
Steve St. Onge	
Kristen Stegeman-Gould	
Nick Pettit	
x James Graham	
x Duncan Hughes	

Quorum (7 or more) - yes

1. Previous Meeting Notes

- a. [December 1, 2023 Minutes](#) - reviewed and quorum approved

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate) - Senate has not met since the last USFAC meeting.
- b. [Membership, Updates and Vacancies](#) - update to Bylaws to add 'or designee' to the co-chair position so Michael Fisher can be assigned as Interim Co-Chair has been approved by SenEx, and requires action through CBC, then Senate approval.
- c. Purpose and Goals (Discussion) - TBD this semester.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Athletics/HBAC door mural is moving ahead. Concern that branding might take priority prior to art.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
 - ii. no report
- c. Landscape Working Group - Liz Whitchurch
 - i. no report except the group is currently working on preserving specimens from E&T site (Campus Events Field area)
- d. Facilities Use Working Group - Mike Fisher
 - i. Updates to: [Bylaws](#), [Space Policy](#), and Process Guide

- ii. Goal this semester to convene this charge and do the work. Members include Mike Fisher, Deirdre Clem, Wendy Sotomayor, and probably new Director of Academic Resources (TBD).

4. Space Requests

a. 2023/2024 Academic Year Space Request Call

- i. [Schedule](#) - we are within our review period, as is Associated Students
- ii. [Request 100 - Title IX Office Move](#) - Title IX is co-located with Human Resources, and is looking for a new office space for more space and lack of privacy in current space.
 1. Bethany Gilden asked for more details regarding justification of their space needs, i.e.: why the space is needed so the committee doesn't have to make assumptions. She requested that we work with the requestor to elaborate on the context of their space move requests. Carla Ho'a provided approval of this space request, however the email was not submitted with the request to the committee (oopsies!). Carla Ho'a proposed that we ask requestor to work on an updated justification prior to Associated Students' review.
 2. Process improvement - triage the requests and/or provide whole context when sending out to AS/URPC etc. Add more detail to request/adjust process - new task for Facilities Use Working Group. What does PDC consultation include? Can it be adjusted to include more coaching? Also perhaps include a justification sheet/summary sheet earlier in the process?
 3. Mike Fisher described potential temporary space allocation (Bret Harte House) and permanent allocation (Little Apartments). BHH Basement (formerly Redwood Writing Project) is available for Title IX for temporary use.
- iii. [Request 101 - Cal Poly Implementation Space Moves](#)
 1. This request includes program movement relative to Stewart Building, Feuerwerker House, and Little Apartments. The moving programs include TRiO, Indian Natural Resource Science and Engineering Program (INRSEP), North Coast Rape Crisis (NCRC), CA Center for Rural Policy (CCRP), and Small Business Development Center (SBDC). Vacate Little Apartments; INRSEP to FWH to free up footprint for ERSC; and occupy Stewart with programs offsite.
 2. Jim Graham asked if programs have been communicated with regarding these moves. Mike Fisher indicated that everyone has been notified, and conversations are continuing.
 3. Kristen Stegeman Gould asked who is on campus with SBDC that aren't in the Third Street Property building? Currently SBDC is hoteling CCRP space in Little Apartments currently as they are in a growth period. The Third Street Property likely doesn't have space to accommodate, but also the SBDC folks on campus work with on-campus departments (grants).
 4. Note that Stewart Building rooms are numbered as they currently are, but are subject to change to comply with the campus room numbering standards.

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. None

7. Action Items

- a. 1.b. - December 1, 2023 Minutes approved

REMINDER- Next USFAC meeting is Friday, ~~January 26, 2024~~ February 9, 2024, 11:00AM, Zoom Meeting