

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, February 9, 2024, 11:00AM-12:00PM

Voting

Non-Voting

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

Quorum (5 or more) - yes

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1. Previous Meeting Notes

- a. [January 12, 2024 Minutes](#)

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate)
- b. [Membership, Updates and Vacancies](#)
 - i. Welcome Todd Larsen as Representative of Student Affairs & Enrollment Management as Appointed by the VP of Enrollment Management (previously Steve St. Onge)
 - ii. Designee appointed for co-chair position was approved. Welcome Michael Fisher as co-chair designee
 - iii. Landscape Tree and Advisory Subcommittee -
 - 1. in order to be a tree campus, this group needs a community member to join. Liz Whitchurch would like to ask USFAC if it is acceptable to revise the existing membership to include a community/off-campus member. Jim Woglom doesn't believe this needs to be reviewed by CBC and Senate, but he will check with SenEx.
 - 2. Would the USFAC appoint the new member? Jim Woglom indicated that appointment is under the AEC, and the appointment process does not include working groups or subcommittees.
 - 3. Carla Ho'a asked for Liz to consider how voting or non voting/ex officio community membership would impact the group.
- c. Purpose and Goals (Discussion)

1 Harpst Street, Arcata, California 95521-8299

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

3. Space Requests

a. 2023/2024 Academic Year Space Request Call

- i. [Schedule](#) - once USFAC votes on requests and the rationale is prepared, Deirdre Clem will send everything to the URPC for review.
- ii. [Request 100 - Title IX Office Move](#)
 1. Larger space strategies of aligning all administrative offices are in discussion.
 2. Carla requests to table this request from Title IV to consider the larger strategic repositioning of space that would meet the needs of Title IV in a different way. This can be revisited out-of-cycle or at the next cycle, and the space request can still be noted as active.
 3. Motion to table this request to future review.
- iii. [Request 101 - Cal Poly Implementation Space Moves](#)
 1. Kristen Gould asked for an update on prior space requests that included moving into Stewart Building. Mike Fisher explained that OLLI is in STEW_213 as well as first floor offices.
 2. Jim Graham asked about accessibility, particularly for INRSEP in FWH. Will there be improvements to the space? Mike Fisher indicated that the first floor, which is the public-facing space, is accessible to street/shuttle, as well as an accessible bathroom.
 3. NCRCT square footage is decreasing, but they have indicated that they need a small consultation space and an office, and the FWH square footage was greater than needed. LAPT_116-117 are proposed for NCRCT, and the space has an exterior access as well as adjacent to Student Health and Counseling, which is where the majority of their referrals originate.
 4. LAPT has limited data connections per Duncan Hughes.
 5. Eric Riggs asked about the timing for these moves. Stewart plans to renovate the space are in process. Anticipated move schedule that is known so far: TRiO April 1 and INRSEP April. The rest of the departmental moves schedule is in development.
 6. Motion to allocate to departments:
 - a. TRiO to STEW_201, 203, 205, 207
 - b. INRSEP to FWH full building
 - c. NCRCT to LAPT_116, 117
 - d. CCRP to STEW_200, 202, 204
 - e. SBDC to STEW_206, 208, 210, 212, 214, 216
- iv. [Recommendations/Rationale](#)

4. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Redwood Capital Bank has plans to add an exterior metal fish sculpture. The bank is leasing our Wells Fargo Building. Does the campus have purview over public art on the building, or would it go through the City of Arcata and Natural History Museum? The committee accepts that this art does not need to be reviewed by PAWG.
 - ii. HBAC four doors approved by Eureka Street Art Festival
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
- c. Landscape Working Group - Liz Whitchurch
 - i. The group is meeting on 2/123/24 and will report next time
- d. Facilities Use Working Group - Mike Fisher
 - i. Updates to: [Bylaws](#), [Space Policy](#), and Process Guide
 - ii. Non substantial changes (HSU to CPH doesn't need CBC/Senate approval)

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. - January 12, 2024 Minutes approved
- b. 4.ii - Request 100 - Title IX Office Move vote to table this request to future review (8 yes)
- c. 4.iii - Request 101 - Cal Poly Implementation Space Moves vote approved (6 yes, 1 abstain)

REMINDER- Next USFAC meeting is Friday, February 23, 2024, 11:00AM, Zoom Meeting