

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, March 8, 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
	Carla Ho'a		Kassidy Banducci
x	Katie Koscielak (Andrea Alstone)	x	Elizabeth Whitchurch
x	Wendy Sotomayor	x	Howard Maxwell
x	Bethany Gilden		
x	Eric Riggs		
x	Todd Larsen		
x	Kristen Stegeman-Gould		
	Nick Pettit		
x	James Graham		
	Duncan Hughes		
x	Brian Law		

Quorum (5 or more) - yes

1. Previous Meeting Notes

- a. [February 9, 2024 Minutes](#) - approved

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate) - no report
- b. [Membership, Updates and Vacancies](#)
 - i. Welcome Brian Law, Associated Students Representative

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Artist selection is in process for door murals for HBAC for Street Art Festival in August.
 - ii. Student Access Gallery (formerly first floor SBS) was discontinued. Peggy and Nicole would like to turn it back into a gallery. Kristen says there is a welcome center plan for this lobby space (SBS_L1A) so she will coordinate with Jim Woglom and Peggy and Nicole. PAWG will help facilitate.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
 - ii. Review draft '[Functional \(non-honorific\) naming of facilities at Humboldt](#)' guidelines
 1. There is a CSU policy for honorific naming (approved by BOT), but non-honorific naming does not currently have a policy or guidelines. Kristen Gould and Frank Whitlatch have started draft guidelines, with a proposal to add it to the Space Policy.

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

2. Any university unit on campus can bring a proposed name to USFAC, who would then agree and move forward to the President.
 3. Non-honorific naming does not need BOT approval, just Presidential approval. As USFAC is a subcommittee to URPC and Senate, Kristen is not sure if the proposed name needs Senate approval. Jim Woglom recommends SenEx review and Senate general consent calendar.
 4. Trinity Annex is a test case for this process. Typically naming wouldn't follow specific programs within, but as Trinity was designed for the use, the name proposed is Trinity Early Learning Center. 'Trinity' was kept as a nod to the prior history of the building (Trinity Hospital). Todd Larsen and Dean Shawna Young have approved of this name.
 5. Trinity Annex has a ribbon cutting in less than a month and as USFAC hasn't reviewed or accepted the guidelines, it is assumed Trinity would fall to the President for approval. Jim Woglom would like to run this through Senate concurrently for visibility.
 6. Incorporate the proposed guidelines into the Facilities Use Working Group for review and finalization.
- c. Landscape Working Group - Liz Whitchurch
 - i. Tree Campus Higher Ed and Bee Campus USA endeavors are moving forward. Liz Whitchurch indicated that they are still working towards adding a community member to the working group.
 - ii. Campus plant list is still in development.
 - iii. Landscaping feedback for proposed projects on campus is ongoing.
 - d. Facilities Use Working Group - Mike Fisher
 - i. Updates to: [Bylaws](#), [Space Policy](#), and Process Guide
 - ii. Membership - need more members (so far it's Mike Fisher, Deirdre Clem, and Wendy Sotomayor). Jim Graham and Howard Maxwell would like to join.
 - iii. This group will include review of the Non-Honorific Naming Guidelines

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#)
 - ii. [Rationale](#) - the committee reviewed the rationale documentation, which will now be sent to the URPC for review (consent calendar).

5. Space Management

- a. Vacated space - N/A
- b. Allocation Changes
 - i. [NHW 215](#) Conference Room change space allocation from Associated Students to All School per [request](#) from Kendra Higgins. CES would manage this room reservation.
- c. Capacity Changes - N/A
- d. Room Use/Space Type (within allocation, space data analysis, not related to space request process)
 - i. [LIB 208](#) temporarily change space type from Other Specialized Support to Office for Faculty offices, then change space type to Conference Room per [request from Cyril Oberlander](#).
 1. FM PDC recommends this change as Other Specialized Support is more vague than the proposed space types.
 - ii. [NHE 117](#) change space type from General Storage to Office (change of assignment: Dean of Students to Orientation) per [request](#) from Ravin Craig, and approved by Drs Holliday and Mitchell.
 1. In a prior year, this space was requested to be modified into a lactation room by the same division, but they are now requesting a change to office. Conversations have been had about adding a lactation space in the SAC. As there is not funding for lactation, the division has pivoted to using the space for an office.

- iii. [FH_151](#) change space type from Faculty Office-Professional to either Lounge or Conference Room for students per [request](#) from the English Department, and approved by Dean Crane and Provost Capps.
 1. Conference Room space type was the designation used for FH_104 graduate space that was reviewed and approved by USFAC in 2022.

6. Other Items

- a. Next Meeting - Capital Outlay Plan for April Submission

7. Action Items

- a. 1.b. - February 9, 2024 Minutes approved
- b. 5.b.i - NHW_215 reallocation from Associated Students to All School approved
- c. 5.d.i - LIB_108 temporary change and permanent changes approved
- d. 5.d.ii - NHE_117 change from General Storage to Office approved
- e. 5.d.iii - FH_151 change from Faculty Office-Professional space to Conference Room approved

REMINDER- Next USFAC meeting is Friday, March 22, 2024, 11:00AM, Zoom Meeting