

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, March 22, 2024, 11:00AM-12:00PM

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

Quorum (5 or more) - yes

1. Previous Meeting Notes

- a. [March 8, 2024 Minutes](#) reviewed and approved

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate) - URPC is reviewing space request recommendations then they will move on to Senate review.
- b. [Membership, Updates and Vacancies](#)

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Eureka Street Art festival application is in.
 - ii. Proposed memorial near two music buildings.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
 - ii. Room naming would either need to follow the functional non-honorific guidelines, or can be administratively reviewed with FM. Wendy has three new spaces in the SAC that will need new formal names.
- c. Landscape Working Group - Liz Whitchurch
 - i. Nothing new to report but their upcoming agenda includes reviewing trees that were moved from 17th St to AMH and other landscaping moving prior to E&T project groundbreaking.
 - ii. The working group is still looking for adding a community member. Jim Woglom indicated that they reviewed this in the Appointments and Elections Committee and they determined that

there isn't a clear policy, and the committee, as subject matter specialists, should determine who should be on the committee and report to AEC once a member is added. USFAC can review a recommended candidate.

- d. Facilities Use Working Group - Mike Fisher
 - i. Updates to: [Bylaws](#), [Space Policy](#), [Process Guide](#), '[Functional \(non-honorific\) naming of facilities at Humboldt](#)' guidelines
 - ii. [at Humboldt](#)' guidelines
 - iii. The group has their first meeting scheduled for April 2nd.

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#) - the request is with URPC for review, then will move on to Senate and President, then the call will be officially closed.

5. Space Management

- a. Vacated space - N/A
- b. Allocation Changes - N/A
- c. Capacity Changes - N/A
- d. Room Use/Space Type (within allocation, space data analysis, not related to space request process)

6. Other Items

- a. Capital Outlay Plan for May Submission - Mike Fisher reviewed the process around preparing the Five Year Capital Plan and which projects are included within.
- b. [Physical Plan Update](#) -On-campus forums:
 - 1. Public Open Forum March 26 10:00am-12:00pm D Street Community Center
 - 2. HACS/STS Meeting March 26 3:00-4:30pm Library Fishbowl and Zoom
 - 3. Senate Meeting March 26 3:00-5:00pm Nelson Hall 102 and Zoom
 - 4. President's Cabinet March 27 12:00-2:00pm GreatHall
 - 5. Student Focus Groups March 27 4:00-6:00pm Nelson Hall 106
- ii. The proposed plan is built around the following assumptions: 12,000 FTE and proportional increase in faculty, staff, support positions, housing, transportation, green space, athletics and recreation.
- iii. SmithGroup will be presenting progress to date on the Campus Physical Plan to the USFAC at a later date.

7. Action Items

- a. 1.b. - March 8, 2024 Minutes approved

REMINDER- Next USFAC meeting is Friday, April 5, 2024, 11:00AM, Zoom Meeting