

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, May 31, 2024, 11:00AM-12:00PM

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

Quorum (6 or more) - yes

1. Previous Meeting Notes

- a. [March 22, 2024 Minutes](#)

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate) - nothing to report. The new Senate Executive group will be voted in next week. They don't typically meet during the summer.
- b. [Membership, Updates and Vacancies](#)
- c. Summer Meeting Schedule / Fall Schedule - the committee did not have objection to scaling down to once a month through summer per typical USFAC operations (one meeting in June, July and August). The fall schedule confirmation will be added to the August agenda.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. The artist has been identified (alum of the university) for the HBAC roll up doors for the Eureka Street Art Festival this year. City permitting process is pending.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review
 - ii. Draft Non-honorific Naming guidelines have been prepared (see 3.d. FUWG below). SenEx to review to ensure the guidelines are ok to move forward. The committee discussed parts of the draft guidelines.
- c. Landscape Working Group - Liz Whitchurch

- i. The group is reviewing the summer operations around campus, and continue to look at landscaping around new buildings. The transplanting from 17th Street to the area around AMH and the Greenhouse has started.
 - d. Facilities Use Working Group - Mike Fisher
 - i. Updates to 800 section of the Faculty Handbook re: USFAC / [Bylaws](#),
 - ii. The group is actively working on updates to [Committee Charge and Membership](#) and the [USFAC website](#). The group is looking at updating the charge, and preparing a loose annual schedule for most or all items on the charge. This will provide structure for our committee, as well as define our bandwidth as a committee. The group has drafted modifications to the membership profile, which was presented. Jim Woglom likes the additions to the membership, and the URPC would like clarity around the URPC rep/faculty rep, as well as two faculty members as appointed by the Senate - add representation from each academic college? Jim Woglom and Eric Riggs both like adding representation from Sponsored Programs Foundation. When this is finalized, the committee will forward the updated document to the Constitutions and Bylaws Committee.
 - iii. Update [Space Policy](#), [Process Guide](#), both documents need to address exterior space allocations and [naming guidelines](#)

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#) - next need Senate approval in the fall during the first meeting, then Presidential approval.

5. Space Management

- a. Vacated space - N/A
- b. Allocation Changes
 - i. [BUCH 001](#) change from All School to CCAT Dept, remove from CES purview. Because this is a living environment, FM and CES staff recommends this goes back to CCAT allocation and be removed from CES open scheduling.
- 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. N/A

7. Action Items

- a. 1.b. - March 22, 2024 Minutes approved
- b. 5.b.i. BUCH 001 change from All School to CCAT Dept approved

REMINDER- Next USFAC meeting is Friday, June 21, 2024, 11:00AM, Zoom Meeting