

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, September 6, 2024, 11:00AM-12:00PM

Voting

| | |
|---|----------------------------------|
| x | Katie Koscielak (Andrea Alstone) |
| | Wendy Sotomayor |
| x | Bethany Gilden |
| x | Eric Riggs |
| | Todd Larsen |
| x | Kristen Stegeman-Gould |
| | Nick Pettit |
| x | James Graham |
| x | Duncan Hughes |
| | Brian Law |
| x | Genevieve Marchand |

Non-Voting

| | |
|---|------------------------------------|
| | Travis Fleming |
| x | Deirdre Clem |
| x | Kassidy Banducci |
| | Elizabeth Whitchurch |
| x | Howard Maxwell |
| x | Michael Fisher - Co-Chair Designee |
| x | James Woglom - Co-Chair |
| x | Sherie Gordon |

Quorum (6 or more) - yes

1. Previous Meeting Notes

- a. [June 21, 2024 Minutes](#) - approved

2. AY204-2025 USFAC Details

- a. USFAC Reporting (Senate)
- b. Membership Updates/[Vacancies](#)
 - i. Genevieve Marchand is back on campus and is interested in rejoining the USFAC.
 - ii. We have one vacant student representative and Gen is working to recruit within her student base
 - iii. The Academic Resources Director position will be filled in the next month, and will replace Bethany Gilden on the committee
- c. Fall Schedule - the schedule will be the same as previous years, and will be every other Friday at 11am.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. [HBAC Mural](#) is in progress
 - ii. Project Rebound mural designed by Pelican Bay inmates with assistance by art students and will be located in exterior wall of Nelson Hall East (outside of Project Rebound offices)
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Honorary [Policy](#) Review
 - ii. Coral Sea replacement vessel naming - Eric Riggs provided an update. We will be receiving in February 2025. It is currently named R/V Humboldt and there is a focus group soliciting names.

There are Coast Guard naming rules. Acting President Spagna will be reviewing this with Dean Riggs soon.

- iii. [Functional Non-Honorary Naming Guidelines](#) (addendum to Space Policy Process Guidelines) - need to finalize document then route for review at Senate (Jim Woglom). Kristen Gould was expressly told to not change from 'HSU' to 'Cal Poly Humboldt' at this point. USFAC review is complete, Kristen will clean up the document, and Jim will add this to the SenEx agenda in two weeks (Tues 3-5pm). Sherie asked how this connects to CSU policy on facility naming. Kristen clarified that the CSU has policy that requires Board of Trustees review and approval for honorific naming policy, but the CSU does not govern non-honorific naming. Kristen mentioned that honorific naming would supersede the non-honorific naming policy should the process change mid-stream for a certain building. Mike Fisher suggested that the new 3C guidelines be added to the Space Policy guidelines (in editing mode) for clarity. Sherie would like to bring attention to revenue for the college, which would fall under the honorific naming policy, and switching from non-honorific to honorific is complicated, but doable and expected as donors come. In the past, the campus maintained a strategic inventory list indicating which rooms and buildings which may be eligible for renaming under this guideline. Sherie would like to see an updated inventory list with USFAC input for philanthropic efforts.
- c. Landscape Working Group - Liz Whitchurch
 - i. A number of trees have been transplanted relative to the Engineering & Technology project, as well as some tree removal above the Switchgear building, which will make way for the microgrid battery system.
- d. Facilities Use Working Group - Mike Fisher
 - i. The group will reconvene for the academic year

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#) - SenEx Tues, then general consent Senate sept 17
- b. 2024-2025 Academic Year Space Request Call
 - i. Review next call schedule draft - Spring Commencement is May 20th this year. Schedule looks good per USFAC after small shifts for AS review.

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. Campus Physical Plan - Mike shared the draft Physical Plan in the mural board.
- b. Campus Wayfinding Plan

7. Action Items

- a. 1.b. - June 21, 2024 Minutes - approved

REMINDER- Next USFAC meeting is Friday, September 20, 2024, 11:00AM, Zoom Meeting