

Minutes

University Space & Facilities Advisory Committee

Voting

x	Andrea Alstone
x	Wendy Sotomayor
x	Eric Riggs
x	Ann Johnson-Cruz
	Kristen Stegeman-Gould
	Nick Pettit
x	James Graham
	Duncan Hughes
x	Brian Law
x	Genevieve Marchand
	Patrick Orona
	CJ Paulsen

Non-Voting

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

Quorum (6 or more) - yes

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, May 2, 2025, 11:00AM-12:00PM

1. Previous Meeting Notes

- a. [April 4, 2025 Minutes](#) approved

2. AY2024-2025 USFAC Details

- a. USFAC Reporting (Senate) - space requests went through general consent calendar.
- b. Committee and Membership Updates -
 - i. Jim Woglom is looking for a new co-chair to replace his role.
 - ii. Summer schedule: Meeting once a month seems acceptable to the committee. May 30 last biweekly, then monthly: June 27, July 25, August 29 for the summer, and then go back to biweekly once the fall semester starts. Mike Fisher would like to start looking again at the Facilities Use Working Group tasks this summer to make some headway.

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
 - i. Jim Woglom reported about the Project Rebound mural project. 2 8x4 panels (less 2" at bottom to account for the lip of the wall).
 - ii. Contemplative garden idea
 - iii. CCBL first floor Library would like to hang art on the walls in the foyer. Not much limiting this venture aside from maybe fire marshal review of combustible materials.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. Honorary [Policy](#) Review - no report
- c. Landscape Working Group - Liz Whitchurch

- i. They last met on April 8th and discussed Housing, Dining Health project hillside restoration at the demolition site of Campus Apartments, Building 20 and Warren House. No specific recommendations at this point. The committee has vested interest in trees on campus, and the working group discussion included if anything is unique and which are used routinely in botany classes? They updated their inventory with a new discovery. Also discussed what to do with the redwood from the felled trees. They have not yet finalized a replacement landscaping plan.
- d. Facilities Use Working Group - Mike Fisher - no report
 - i. Space Policy Update - In Progress
 - ii. Project Prioritization - In Progress

4. Space Requests

- a. 2024-2025 Academic Year Space Request Call
 - i. [Schedule](#)
 - ii. The space requests were approved on the general consent calendar at Senate within the last month. Once minutes are in hand, Deirdre Clem will request review by the Office of the President for final approval.
 - iii. New schedule to be formulated this summer for FY 25-26.

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) - N/A
 - i. Discussed potential change of NHW_211 for Q Center and Dreamers Center - to be determined if there is USFAC action at a later date.

6. Other Items

- a. How the USFAC fits with accessibility and update on moving comms dept out of Telonicher House. (Jim Graham) - Mike Fisher explained that once the Engineering and Technology building is ready for occupation, some departments will move into the new building and out of Harry Griffith Hall. HGH space will be technically vacated, and any programs within inaccessible spaces (houses) on campus, have top priority to move. USFAC will review the vacant space in HGH, which means this is a bigger move than the Communications department currently located in the Telonicher House. Mike Fisher and Eric Riggs will create a vacancy list within HGH. This would be included in the FY25-26 space request call so possibly moving the Communications department Summer or Fall 2026.
- b. NHE - wall monitor between 116 and 118 (Ann Johnson-Cruz) - Ann wanted to make sure this was on the radar so students can see open positions. Is there a process to have this installed in NHE? This wouldn't require USFAC, but will need PDC and a work request with FM and ITS, and consult with MarCom regarding branding.

7. Action Items

- a. 1.b. - April 4, 2025 Minutes approved

REMINDER- Next USFAC meeting is May 30, 2025, 11:00AM, Zoom Meeting