

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, September 26, 2025, 11:00AM-12:00PM

Voting

Non-Voting

x	Andrea Alstone	x	Travis Fleming
x	Wendy Sotomayor	x	Deirdre Clem
x	Eric Riggs	x	Kassidy Banducci
x	Ann Johnson-Cruz	x	Elizabeth Whitchurch
	Kristen Stegeman-Gould	x	Howard Maxwell
x	Nick Pettit and Michael Herbert	x	Michael Fisher - Co-Chair
x	James Graham	x	Genevieve Marchand - Co-Chair
x	Duncan Hughes		
x	Brian Law		
x	Patrick Orona		
x	Dave Jannetta		

Quorum (6 or more) - yes

1. Previous Meeting Notes

- a. [August 29, 2025 Minutes](#) - approved

2. AY2025-2026 USFAC Details

- a. USFAC Reporting (Senate) - AY24-25 space requests were approved by Senate at the last meeting.
- b. Committee and Membership Updates
 - i. New Faculty Co-Chair position - welcome Dave Jannetta
 - ii. AS student position open (1)

3. USFAC Working Groups

- a. Public Art Working Group - Kristen Stegeman-Gould - no report
- b. Naming Committee - Kristen Stegeman-Gould - no report
- c. Landscape Working Group - Liz Whitchurch - no report
- d. Facilities Use Working Group - Genevieve Marchand
 - i. Brian Law and Wendy Sotomayor would like to join
 - ii. Deirdre Clem will schedule a start-up meeting to review the workload and priorities this fall and the group will meet regularly starting in the spring semester.

4. Space Requests

- a. 2024-2025 Academic Year Space Request Call - the cycle is formally closed as the Senate and Office of the President recently approved the USFAC recommendations.
- b. 2025-2026 AY Space Request Call
 - i. [Schedule](#) - reviewed with the committee
 - ii. [Website](#) - reviewed with the committee
 - iii. Mike Fisher is aware of a few space requests that might come through the call and he generally has a pulse on the majority of potential requests.

5. Space Management

- a. Vacated Space
 - i. Mike Fisher discussed the foreseeable vacated spaces in Harry Griffith Hall and Natural Resources buildings that will result from moves relative to new space in Engineering & Technology, as well as new vacated space in Little Apartments related to SBDC's move to StartUp Humboldt. Additionally, the Science A renovation project design has started and when the renovations are under construction, there will be a need for temporary flex space.
- b. Allocation Changes
 - i. [SAMO_112](#) initial proposal to change allocation from Undefined, Temporarily Offline to the Office of Sponsored Programs related to Vero line lease between USGS and Sponsored Programs. This program is a federally funded three-year program (at least). The discussion evolved into the purpose of the space, which is telecommunications, therefore the committee agreed that the allocation should be to ITS - Telecom and not the Office of Sponsored Programs.
- c. Capacity Changes - N/A
- d. Room Use/Space Type (within allocation, space data analysis, not related to space request process)
 - i. [SAMO_112](#) room use change from Administration - Professional to Telecom to support the allocation change discussed in 5.b.i

6. Other Items

7. Action Items

- a. 1.a. - August 29, 2025 Minutes approved
- b. 5.b.i. - [SAMO_112](#) allocation change approved from Undefined, Temporarily Offline to ITS-Telecom
- c. 5.d.i. - [SAMO_112](#) room use change approved from Administration - Professional to Telecom

REMINDER- Next USFAC meeting is Friday October 24, 2025, 11:00AM, Zoom Meeting