

Minutes

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, October 24, 2025, 11:00AM-12:00PM

Voting

Non-Voting

x	Andrea Alstone	x	Travis Fleming
x	Wendy Sotomayor	x	Deirdre Clem
x	Eric Riggs		Kassidy Banducci
	Ann Johnson-Cruz	x	Elizabeth Whitchurch
x	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
	Duncan Hughes		
x	Brian Law		
x	Patrick Orona		
x	Dave Jannetta		
x	Skye Honor		

Quorum (7 or more) -

1. Previous Meeting Notes

- a. [September 26, 2025 Minutes](#) - approved

2. AY2025-2026 USFAC Details

- a. USFAC Reporting (Senate)
- b. Committee and Membership Updates
 - i. AS student representative - welcome Skye Honor

3. USFAC Working Groups

- a. Public Art Working Group - Kristen Stegeman-Gould
 - i. There are a few mural-related projects in the queue that will be discussed within PAWG soon and they will have more to report after that.
- b. Naming Committee - Kristen Stegeman-Gould
 - i. Nothing to report
- c. Landscape Working Group - Liz Whitchurch
 - i. Nothing to report
- d. Facilities Use Working Group - Genevieve Marchand
 - i. The group met recently to develop their priorities for the spring semester. The priorities include updating the space policy and the accompanying space policy process guide.

4. Space Requests

- a. 2025-2026 AY Space Request Call
 - i. [Schedule](#)

5. Space Management

- a. Vacated Space - N/A
- b. Allocation Changes
 - i. [GH 101E](#) - change allocation from University Senate (President's Office Division) to CAHSS Dean's Office (Academic Affairs Division) to support the Native American Graves Protection and Repatriation Act (NAGPRA) use [for storage and tribal engagement](#). No change in room use is required (will remain as 'Conference Room'). The space was not vacated, but was specially selected based on compliance needs, prior underutilization as file storage, and proximity to the CAHSS office managing the collection and tribal relations. The departments impacted (CAHSS Dean's Office and Senate) agreed on this location.
- c. Capacity Changes - N/A
- d. Room Use/Space Type (within allocation, space data analysis, not related to space request process) - N/A

6. Other Items

- a. Campus communications regarding how space is used and shared on campus:
 - i. reservations
 - ii. loans - loans are only when spaces are reassigned within a division. If it is a temporary reallocation division to division, it is not a loan but a reallocation. See the Space Process guidelines for additional information. Liz Whitchurch to work with Metabim to allow the loan feature to be searchable in the Space Inventory module in Facilities Link.
 - iii. space allocation requests
 - iv. how to utilize Facilities Link
 - v. What happens when a space can't meet the needs it was originally intended for during the space request?

7. Action Items

- a. 1.a. - September 26, 2025 Minutes - approved
- b. 5.b.i. - [GH 101E](#) - change allocation from University Senate (President's Office Division) to CAHSS Dean's Office (Academic Affairs Division) - approved

REMINDER- Next USFAC meeting is Friday, November 21, 2025, 11:00AM, Zoom Meeting