

## Minutes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** Zoom Meeting

**MEETING TIME:** Friday, August 29, 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
x	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
x	Duncan Hughes		
x	Brian Law		
x	James Woglom		
	Patrick Orona		

Quorum (6 or more) - yes

#### 1. Previous Meeting Notes

- a. [June 27, 2025](#) approved

#### 2. AY2025-2026 USFAC Details

- a. USFAC Reporting (Senate) -
- b. Committee and Membership Updates
  - i. New Faculty Co-Chair position - Genevieve Marchand will replace Jim Woglom as co-chair.
  - ii. AS student positions open (2) - Brian Law has accepted a second 1-year term and will be official Sept 5th with AS process. Genevieve potentially has an interested student.

#### 3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom
  - i. Dr. Holliday is working with the UMOJA Center for a mural/wall wrap along Science A using funding from the Black Student Success initiative from the Chancellor’s Office. Marcom is involved regarding design, content, and location. PAWG will be brought in soon.
  - ii. Project Rebound is proposing a quiet contemplation garden and Jim has a meeting with Steve Ladwig next week.
  - iii. Project Rebound mural in NHE almost complete.
- b. Naming Committee - Kristen Stegeman-Gould
  - i. no report.
- c. Landscape Working Group - Liz Whitchurch
  - i. no report.
- d. Facilities Use Working Group - Vacant

- i. This is an ad-hoc group tackling various items., such as updating the space policy and management plan. Mike Fisher, in his interim VP role, has recused himself from administering this group and has asked if anyone is interested in administering, to email him.

#### 4. Space Requests

- a. 2024-2025 Academic Year Space Request Call
  - i. The final two review steps are pending. Senate will review at the meeting following their next meeting, then the space requests will be under President's office review.
  - ii. Mike Fisher indicated that even though we did not find a space for Place Based Learning Communities request, they are a good candidate to be allocated to the newly-vacated Little Apartments (see 5.a.i. below). Jim Woglom suggested we summarize how the space request process went with PBLC.
- b. 2025-2026 AY Space Request Call - Deirdre Clem will prepare the proposed schedule

#### 5. Space Management

- a. Vacated Space -
  - i. Little Apartments - North Coast SBDC ([LAPT 110, 112-117](#)) has moved out to StartUp Humboldt (former Internews building in downtown Arcata) and their spaces totaling 1,000 square feet have been recently vacated. No action item yet.
- 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) -
  - i. [LIB\\_031](#) - room use change from Other Specialized Support to Administration - Professional (two professional staff work stations and meeting area) for PBLC
  - ii. [JGC\\_204A](#) Agate Conference Room - temporary use as office for Career Development Center. The definition of temporary space as defined in the Space Policy is six months to two years. Ann Johnson-Cruz clarified that there are three Career advisors in this space, and December 15, 2023 is when they moved in. Mike Fisher proposed that the USFAC extend their allocation another two years, with a new term ending December 15, 2027.
- e. Campus Space Audit
  - i. Deirdre Clem provided an update on the purpose and need of the annual space inventory audits. Space changes are submitted into the systemwide Space and Facilities Database (SFDB) managed by the CSU's Office of Space Management. The audits are critical to understand and analyze the space use for both major strategic functions and smaller operational purposes.
  - ii. A suggestion was made to assuage fears from the word 'audit' and provide education around the purpose and refine the messaging. Perhaps change wording to 'survey' or 'assessment'. USFAC can review the updated campus notification draft.

#### 6. Other Items

- a. Capital Project Update -
  - i. Jim Woglom mentioned that the Art Department had a question about how realistic the physical plan is regarding what is proposed. There is a Visual Arts building included in our five year capital plan. The likelihood of this being funded right now is low as we are fighting to keep our operation budget static given the financial status of the state.
  - ii. Hinarr Hu Moulik east building is open and operational, and the west building will be completed in December
  - iii. Engineering & Technology building is in construction  
[https://www.youtube.com/watch?v=1h71\\_LLQ-RQ](https://www.youtube.com/watch?v=1h71_LLQ-RQ)
  - iv. Campus Apartments were demolished, along with several other buildings (Ceramics, Sculpture, two houses, and the water tower) in the pending Housing, Dining and Health project location, which is currently in design.

- b. [Campus Physical Plan](#) Mike Fisher provided an update. The draft is to be augmented to include the Sun Valley properties, and compliance with CEQA for the Plan will be initiated in 2026.

**7. Action Items**

- a. 1.a. - June 27, 2025 Minutes approved
- b. 5.d.i. - [LIB 031](#) change to Administration - Professional room use approved
- c. 5.d.ii - [JGC 204A](#) Agate Conference Room room use change for temporary use as office for Career Development Center, with a two year extension, ending December 15, 2027 approved

**REMINDER- Next USFAC meeting is Friday September 12, 2025, 11:00AM, Zoom Meeting**