

AGENDA

University Space & Facilities Advisory Committee

MEETING LOCATION: Zoom Meeting

MEETING TIME: Friday, June 21, 2024, 11:00AM-12:00PM

Voting		Non-Voting	
x	Katie Koscielak (Andrea Alstone)	x	Travis Fleming
	Wendy Sotomayor	x	Deirdre Clem
	Bethany Gilden	x	Kassidy Banducci
x	Eric Riggs		Elizabeth Whitchurch
	Todd Larsen	x	Howard Maxwell
x	Kristen Stegeman-Gould		Michael Fisher - Co-Chair Designee
	Nick Pettit		James Woglom - Co-Chair
x	James Graham		Sherie Gordon
x	Duncan Hughes		
x	Brian Law		

Quorum (6 or more) - yes

1. Previous Meeting Notes

- a. [May 31, 2024 Minutes](#)

2. AY2023-2024 USFAC Details

- a. USFAC Reporting (Senate) - out of session for the Summer
- b. [Membership, Updates and Vacancies](#) - July 12th and Aug 23rd next summer meetings
 - i. Genevieve Marchand is back and would like to fill the CPS-position

3. USFAC Working Groups

- a. Public Art Working Group - Jim Woglom - no update except Jim Graham will join as a member on PAWG.
- b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
 - i. [Policy](#) Review - Jim Graham suggested that this policy add text that this is for honorary naming to make it clear
- c. Landscape Working Group - Liz Whitchurch - working on review of campus projects, including proposed landscaping and existing landscaping. Also reviewing the plant list.
- d. Facilities Use Working Group - Mike Fisher
 - i. Updates to 800 section of the Faculty Handbook re: USFAC / [Bylaws](#) - no report
 - ii. Updates to [Committee Charge and Membership](#) and the [USFAC website](#) - no report
 - iii. Update [Space Policy](#), [Process Guide](#), both documents need to address exterior space allocations
 - iv. [Naming guidelines](#) - reviewed as a whole today. Include that this policy is operational outside of the honorific naming policy managed by the Naming Committee (outside of the USFAC). Include links to all on USFAC website when completed. These guidelines will be an update to the [USFAC Space Policy Process Guidelines](#) as section 3C. Add order of operations for approval similar to a space request. Create a google form similar to space requests? Potential to have a

list of buildings that need to be named? Add typical reasons when a facility would need to be renamed/named?

1. Add Coral Sea replacement vessel naming to next agenda

4. Space Requests

- a. 2023/2024 Academic Year Space Request Call
 - i. [Schedule](#) - waiting for Senate to reconvene in Fall.

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. N/A

7. Action Items

- a. 1.b. - May 31, 2024 Minutes approved

REMINDER- Next USFAC meeting is Friday, July 12, 2024, 11:00AM, Zoom Meeting