

Space Committee Minutes

January 8th, 2024

Attendees: Brendan Hanlon, Sue James, Blanche Hughes, Christa Johnson/Melissa Reynolds, Tom Satterly, Ben Withers, Alonso Aguirre, Karen Estlund, John Slack, Brandon Ates, Julia Murphy, Jillian Zucosky, Gargi Duttgupta

- **Attendance**
 - **Members**
 - Tom Satterly
 - Melissa Reynolds
 - Mark Paschke – proxy for Alonso
 - Ben Withers
 - Brendan Hanlon
 - Sue James
 - Blanche Hughes
 - **Ex-officio**
 - Gargi Duttgupta
 - Mike Shortall
 - Julia Murphy
 - Brandon Ates (joined mid-meeting due to conflict)
 - Jerick Flores
- **Housekeeping & Goals**
 - Financial Procedure Instructions (FPI 4-8): Leasing
 - Have we been following the procedure over the years? Per the FPI, leases must seek prior approval of CSU space use committee.
 - Also brought up that some space use is not always brought to the attention of the SC (conversation was with the Conflict of Interest Committee).
 - Facility Use Agreements (handled within OGC) are not always brought to the SC.
 - Who's shoring up the lease process? STRATA or Facilities?
 - Brendan H signs off on all leases.
 - What value does this add to the process by bringing the leases to the group?
 - Put space committee at the top of the process
 - Make people aware of this aspect.
 - Utility of approval is better served earlier in the process at initiation of a lease
 - **ACTION:** Gargi will notify STRATA regarding the FPI policy that STRATA must notify space committee upon contact or proposed inception of the lease.
 - Motion Approved by SC that:
 - SC should be notified upon contact or inception of a proposed lease, not at the end, for SC review to determine if there is any necessary follow-up or if STRATA should be good to proceed.

Brendan Hanlon, as the co-chair, will receive the final lease for signatures knowing that the SC has reviewed the lease. If the SC is not notified prior to signature request, Brendan can hold off on signing until the SC is able to complete any necessary checks and balances.

- **ACTION:** Brendan H to discuss the FPI for leases with Dave Ryan to see if the FPI can be amended to reflect the above change as an administrative update.
- December 2023 action items
 - Gargi sent the report on Aggie Labs from 2022 to the committee on 12.7.2023.
 - Open Items that have not been followed up on or resolved.
 - **ACTION:** All take time to think about what to do regarding these and email Gargi.
 - Proxies & Decision Making
 - Space availability information sharing
 - STRATA (CVMBS leased space & strip mall brochure) – Need updates on whether the CAS Food Business Center conversation about leased space. Tabled until next month, no STRATA representative on call at this time.
- Goals for today
 - New Space requests
 - Aggie labs
 - Water Usage / Occupancy/ utilization
 - Updates
 - Round Robin
- **New Space Requests**
 - SDC (TILT Bldg)
 - Requesting office space for 5 FTE hybrid staff. Would like suite 101 that is occupied by Admissions.
 - Propose a remodel of space.
 - Least politically difficult idea
 - Remodeling the great hall but roof needs to be repaired. RCS said they would not do any remodel until the roof is repaired. Not sure how this would impact proposed remodel of the SDC area.
 - SDC has no money for anything.
 - Remodel may not be reasonable.
 - Can the provost help?
 - Share space seems to be the only option.
 - Worth having a conversation with admissions to see if they need that space anymore.
 - **ACTION:** Brendan to reach out to Kevin MacLennan first to give a heads-up regarding conversation with Admissions and SDC space in TILT building. Inform Gargi after chat.
 - **ACTION:** Gargi to set up meetings with Justin Dove (SDC), Bridget Johnson (OIE) Brendan, Sue, and Admissions - Kevin MacLennan and/or Heather Daniels.
 - Public Health graduate program student space
 - Suggestion of using Morgan space in the future
 - **ACTION:** Gargi to reach out to Karen Estlund then respond back to Tracy Nelson

- **Aggie Labs**
 - Review of the Aggie Labs report from 2021 and the 4 potential recommendations on what to do with the building.
 - The SC is in support of a long-term plan to demolish the building. First steps will be to start appropriate communication and proactive deliberate effort to collaborate with current occupants to address the following:
 - Where will people go if we demo?
 - Good opportunity to “right size”
 - Where should these activities be.
 - Who would cover the cost of demo?
 - Need to redo campus master plan.
 - SC Committee recommends to pursue options to permanent vacate building before we decide to demo the building.
 - **ACTION:** SC (& co-chairs) to determine how to discuss and socialize this at the CSU leadership level and Gargi to facilitate any needed meetings, discussions about how to move forward with this recommendation.
- Follow up to occur via email to determine what to do with upcoming vacancy with Dean Withers departure from CSU.
 - **ACTION:** Gargi will email the SC with options to fill Dean Withers upcoming vacancy.

TIME RAN OUT BEFORE GETTING TO THESE ITEMS

- **Water Usage /Occupancy / Utilization**
- **Updates**
 - **Open Space Requests:**
 - Regional Food Center & COFSAC
 - Soil Archive (Soil & Crop Sciences)
 - **Space availability:**
 - Coors Pavilion
 - USC
 - AWE
- **Round Robin**