

Space Committee Minutes

March 4, 2024

Attendees:

Brendan Hanlon, Sue James, Blanche Hughes, Melissa Reynolds, Tom Satterly, Lise Youngblade, Alonso Aguirre / Mark Paschke, Karen Estlund, John Slack, Brandon Ates, Julia Murphy, Jillian Zucosky, Gargi Duttgupta

- Attendance
 - Members
 - Mark Paschke for Alonso Aguirre
 - Blanche Hughes
 - Melissa Reynolds
 - Tom Satterly
 - Lise Youngblade
 - Ex-officio
 - Brandon Ates
 - Gargi Duttgupta
 - Karen Estlund
 - Jerick Flores
 - Janey Monroe
 - Julia Murphy
 - John Slack
 - Jillian Zucosky
- Housekeeping & Goals
 - Welcome: Dean Lise Youngblade
 - Introductions of the attendees
 - SC Charter: Effectiveness / Availability / Authority
 - SC versus FM
 - Discussion
 - Campus Planning (CP) does the prep work, follow-up, and bring space requests/concerns to the committee.
 - Lack of space availability has become a significant challenge.
 - Space Committee has the voting authority. CP does not have authority to approve decisions. We do not have authority to re-allocate the space.
 - Is it more appropriate to have Chairs/members doing initial reach out about space needs/questions? CP does not always have the authority, CP does the groundwork, and leadership makes the decisions.
 - Lack of space availability is a concern for General Assignment Classroom space especially for the next few years due to Clark

offline. Became very apparent with fire that occurred last week in Engineering and no options for back-up space, and will become very apparent in Fall of 2025.

- 10 am – 4 pm classrooms are very full and it will be important to share the message that GA Classroom will be tight in the next few years.
 - What is the best way to communicate this information to leadership committees?
- This SC group is very leadership top-heavy so makes availability difficult and yet the SC doesn't seem to have authority. Therefore, would recommend revisiting the charge:
 - Is this the right group?
 - Is this the right structure?
 - Do we have a rubric to look at when there are space requests to understand how space is evaluated?
 - It would be helpful for our effectiveness and people submitting space requests to know what and how we prioritize space.
 - A rubric was created, but we do not share the rubric though we do share the categories in the SC request form.
 - Space requests that have come to Karen did not include a rubric and so wondered about that.
 - Recommends that the rubric be shared.
 - It's a lot of data when it comes in because each one is a little different, we put the categories and share it. The categories can change depending on what's the discussion items.
- **ACTION:** Gargi will share the rubric that was built in last 2022 with the membership to facilitate a discussion at the next meeting.
 - There were discussions on whether to include the rubric on the website, what the categories for consideration should be, etc.
 - Regarding effectiveness and authority:
 - Gargi's understanding is the authority/composition of the SC Members was picked because it's leadership across campus and they can share the information as they go back.
 - It's very easy to be dismissed if only responding to space requests that come in formally. With leadership here there is an opportunity for many other things to be done and that's what Brandon Hanlon has pushed for. He's talked about leases, other things that he is comfortable having the committee discuss.
 - Further discussion is recommended in the future meeting so newer folks will have time to review the items ahead of time.
- Goals for today
 - Discussion / Follow-up
 - Updates
 - Water Usage / Occupancy/ utilization

- Round Robin
- Discussion/Follow-up:
 - Financial Procedure Instructions (FPI 4-8): Leasing
 - Follow-up Questions (STRATA/OEE)
 - Financial Procedure Instructions re: Leases that STRATA works on
 - Two Pathways to approve space requests between STRATA and Space Committee were discussed by Brendon Hanlon and Ajay Menon
 - How to inform SC by CSU STRATA?
 - What leases do the SC want to be aware of?
 - Timing can often be a concern on a lease as a decision may need to be made prior to the next SC meeting.
 - If there's a request for lease space that relates potential space that would be on Fort Collins campus.
 - **ACTION:** STRATA has a process document they use for identifying if they should pursue a lease for the department. Send to Gargi to share with the SC.
 - Why does SC need to review the leases?
 - Brendan Hanlon must sign all the leases and would like to have the SC vet the leases prior to his signature for any concerns/questions.
 - Is there any reason for SC to evaluate a lease request outside of the state/Larimer County/other?
 - CEMML, CSFS, OEE are the most frequent users/departments requesting space that is often outside of Larimer/Fort Collins.
 - It makes sense that SC would not need to vet these leases as there is no potential solution in the Larimer County area.
 - Bring to Space Committee:
 - Janey to share lease requests that are related to Larimer Campus to Gargi.
 - Janey keeps Jillian up to date about completed leases outside of the local area related to update the database.
 - STRATA handles all kinds of agreements including Ground, Telecom, Solar, Grazing, MOU, Facility Use Agreements
 - More interest is in the space impacts to Larimer County (which could be any type of agreement, it depends on the circumstance).
 - Renewals do not need to be brought to SC since already signed off.
 - **ACTION:** The language on the FPI will need to be updated by Brendan Hanlon/Dave Ryan.
 - **ACTION:** The FPI language also needs to update the phone number in the FPI to call CSU STRATA Real Estate line: 970.491.2625.
 - Ideas to Action (eg Aggie labs, Crabtree)

- New Space Requests
 - SDC (TILT Bldg)
 - SDC request for space in TILT Suite 101
 - Recommendations that were looked at and not possible:
 - Brendan H/Gargi followed up with Admissions to see if they could give SDC space as it appeared occupants were on hybrid schedules. Found out Admissions has plans in the works to utilize this space more.
 - Remodel of SDC's space in TILT (no funds available)
 - ATRC and designing Accessibility Center discussion to come on March 7th with numerous stakeholders.
 - Recommendation to table the conversation for the workshop and combine it with a larger proposal for accessibility support on campus.
 - **ACTION:** Karen will bring this up in the slide deck on Thursday and bring up space related questions to Gargi.
 - Blanche recommended to ensure Bridgett Johnson is included in the conversation. She delegated to Justin, but she is being kept in the loop.
- Updates
 - **Space Utilization (Pilot / Template)**
 - Template has been created and CP working with Brendan to collect information on space utilization.
 - Jillian sent space survey to Melissa re: USC and A-Z
 - **Open Space Requests:**
 - Regional Food Center & COFSAC
 - John Slack (STRATA) has been in contact with them, and the applicants did not have any interest in what STRATA offered.
 - Leave this open until next meeting to review the update.
 - **ACTION:** John Slack to follow-up with applicants to share over email on what they are wanting to do with their request.
 - Soil Archive (Soil & Crop Sciences)
 - Room Weber 01A has been allocated to them, but they need more space.
 - Jillian continuing to work with Megan and getting more information about availability in room adjacent to Weber 01A.
 - **Space availability:**
 - Coors Pavilion
 - USC
 - AWE
- Water Usage /Occupancy / Utilization
 - Review of buildings on Campus of Water Usage (based on restroom usage) to compare interpretations on occupancy before, during, after Covid. Buildings looked at: USC, Howes (may see some change as BFS has given up half of 3rd floor for Clark folks), Crabtree Hall, TMI, AWE, Aggie Labs, Hartshorn, Johnson, Engineering, Centennial, Rockwell, TILT

- What's the reason why the data is showing this?
 - **ACTION:** Next meeting bring ideas on how to get information about why the data looks this way and how are the occupants utilizing the space.
- - Round Robin