

## Space Committee Minutes

April 01, 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)
    - Brendan Hanlon
    - Blanche Hughes
    - Sue James
    - Melissa Reynold
    - Tom Satterly
    - Lise Youngblade
  - Ex-officio
    - Brandon Ates
    - Gargi Duttgupta
    - Jerick Flores
    - Janey Monroe
    - Julia Murphy
    - John Slack
    - Jillian Zucosky
- Housekeeping & Goals
  - Thank you: Tom Satterly
  - Ex-officio roles
    - Review of the roles.
    - Melissa Reynolds will contact Karen Estlund before meetings regarding meeting topics. Karen to attend on an as-needed basis.
    - All attendees that are non-members are listed on the website as ex-officio. Do we need to adjust this?
      - **Approval:** SC agreed that it is fine that all non-voting members are ex-officio.
    - Voting Members:
      - 2 Deans with designated terms: Alonso Aguirre & Lise Youngblade currently
      - Brendan Hanlon & Sue James (co-chairs)
      - Blanche Hughes (Student Affairs)
      - Melissa Reynold (Research)
      - Tom Satterly (FM AVP)

- SC Meetings:
  - Need Quorum & /or co-chair presence.
    - Will occur if we have quorum. Cancel if no quorum (4 voting members)
    - Should we have meetings w/o co-chairs?
      - **Approval:** SC agreed that at least one co-chair will need to be present or meeting will be cancelled.
  - Discussion to change to in-person meetings.
    - **Approval:** SC agreed that meetings can move to in-person, no hybrid.
    - Starting in May will be scheduled in a room in the LSC.
  - Starting in May, six voting members
    - Tom is retiring effective April 5th
- Goals for today
  - Open Space requests
  - Follow-ups.
  - Updates
  - Round Robin
- Open Space Requests
  - SDC
    - Review of the request for space for 5 FTE that asked to expand into TILT Suite 101 (that is assigned to Admissions). Admissions have plans for their marketing and customer service teams will be moving into that space, so cannot give up.
    - Discussion on the meeting about Assistive Technology Resource Center (ATRC) and does SDC want to table this request include it as part of a proposed service center.
    - Is there a better solution for Admissions for the short-term while the ATRC center is being proposed?
      - Admissions does not have any other groups in TILT.
    - **APPROVED:** TILT Suite 101 to be allocated to SDC for time being.
    - **ACTION:** Brendan Hanlon to touch-base with Rick Miranda on plans to allocate Suite 101 to SDC for the short-term to ensure will not disrupt leadership plans for Admissions. Brendan to inform Gargi after discussion for follow-up with SDC.
    - **ACTION:** Gargi to notify Jillian to update AiM (for keys, etc.) and Gargi to notify SDC the space is going to be allocated to them.
    - **ACTION:** Melissa Reynolds will connect with VPR about their space in Johnson Hall First Floor.
    - **ACTION:** Brendan Hanlon to work on a conversation about the SOGES (Johnson Hall) and OEO (Student Services) space optimization with appropriate leadership.
  - Northwest and Rocky Mountain Regional Food Business Center
    - John Slack worked with the applicants and they decided they no longer need the space.
    - No further action by SC.
  - Soil Archive
    - Weber Room 01 has been allocated, but still working with Megan on additional space as they will need more with the soil research archive.
    - **ACTION:** Jillian to follow-up with Beth Adams to meet at the Potting Shed to see if items there may not be needed anymore to see if a good opportunity for the

expanded need for soil sample storage could be. Space Request will be removed from monthly meeting agendas. Once complete, Jillian will provide final update once closed.

- Discussion/Follow-up:
  - Financial Procedure Instructions (FPI 4-8): Leasing
    - Policy Language update
  - *1. Before leasing any real property, departments are required to contact the CSU STRATA Real Estate Office for assistance. CSU STRATA is responsible for reviewing and processing all leases, in accordance with State of Colorado legal requirements for state entities, and for obtaining any required approvals or notifying groups such as the Office of State Architect, and the CSU Space Committee. Contact CSU STRATA Real ESTATE at 970.491.2625 for more information.*
    - **Approval:** SC approves to have the language updated based on discussion and Janey's updates.
    - **ACTION:** Janey to send updated version of FPI language to Gargi Duttgupta.
    - **ACTION:** Gargi will send final verbiage for FPI language updates to Brendan Hanlon.
    - **ACTION:** Brendan Hanlon to update FPI language with Dave Ryan.
  - Voting Rubric
    - Discussion about the history of the voting rubric.
    - **ACTION:** Next SC meeting have a working session to update the rubric (specifically called out that the criteria have the same weight, and some criteria should probably have more weight in the rubric). Campus Planning to post the rubric on the SC website once further discussion occurs.
  - Role of the SC: Effectiveness / Availability / Authority
    - Response only or strategize as well.
      - Discussion on space optimization, planning and strategizing should be part of the SC authority and the VPUO has the authority to designate it to the SC.
      - We need better data. Is there a way to link HR data to space data?
        - These are conversations are occurring.
        - There may be potential challenges between database communicating with each other and since HR data veracity is not part of FJM and AiM oversight, this may not be a simple process to link HR and Space data.
        - How do we change the conversation around who 'owns' the space?
        - It is a challenge to get HR data that relates to space.
      - Question about Space Assessment that Clark & Enersen completed and whether we ever saw anything.
        - There is a lot of information, but they are a snapshot in time.
        - We need to supplement it with something that is in AiM or the HR system until both are in a place of maturity.
        - Note that VPR was not included in the space assessment.
        - **ACTION:** Brendan Hanlon will send the Clark & Enersen Space Assessment reports to the SC.
    - Programming changes and updates desired (or not) by SC

- Eg Clark (+90,000 SF = space release elsewhere?)
    - SC would like project teams to present final programs and how it impacts available space on CSU.
    - **ACTION:** Gargi to reach out to Clark project team to present final programming for the additional 90,000 SF and its impact on space availability and release to the SC.
  - Shared Governance Authority
    - We have good representation on the SC by campus.
    - Limitations around space has made it hard to have solutions.
    - We need to re-engage campus on what it is we do here and there's an opportunity to talk about space optimization for campus.
    - We will be asking for you all to disclose the availability of space within your own groups.
    - We need to have these conversations and make sure people understand the why.
    - Space Committee invested in a Space Assessment by Ayers Saint Gross study in 2018.
    - May be time to invest in some kind of online dynamic tool for space utilization.
    - May be consider the FM Facilities retreat to return to a communication forum to engage with the Deans.
    - Maybe work with the communication team to use some change management principles around how we manage space here as it's a real culture change for campus.
    - For the first in person meeting in May make it more of a working session to discuss:
      - What is space optimization?
      - What does data infrastructure look like?
      - What is the work that's been done so far?
      - How do we go from here?
    - **ACTION:** Gargi to share the 'benchmarking' report provided by the SmithGroup. (Smithgroup was conducting a study for a peer institution and asked CSU for some data, in return they sent us a copy of a benchmarking report for the data we provided.)
  - Common Lease repository? (OGC/BFS/STRATA)
    - SC would like the 3 groups to work collaboratively and put together a common lease repository.
    - **ACTION:** Gargi to email Strata/OGC/BFS/VPR re SC recommendations as above and ask for them to have a central repository solution in the next 6-8 months.
  - Water Usage data – What next?
    - Tabled for future meeting.
- Updates
    - Leases: STRATA
      - FYI - Review of leases that have renewals coming.
    - Space Utilization
      - Ran out of time and did not occur.

- Round Robin