

Space Committee Agenda

May 1st, 2023

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

- **Attendance**

- **Members**

- Rachel Richardson – for Brendan H
 - Ben Withers
 - Alonso Aguirre
 - Sue James
 - Tom Satterly
 - Heather Pidcock/Melissa Reynolds
 - Blanche Hughes

- **Ex-officio**

- Brandon Ates
 - John Slack
 - Gargi Duttgupta
 - Jillian Zucosky
 - Karen Estlund

- **Housekeeping & Goals**

- Website updates – Add KE as an advisory to SC
 - **ACTION** – JZ needs to update the SC website with Karen Estlund as ex-officio.
 - Agenda items – From members and attendees (monthly reminders may be needed)
 - **ACTION** – Campus Planning will start sending an email to request any new items from committee members for the upcoming meeting. Members can send a request to add to the agenda anytime.
 - Goals for today
 - Close past open items
 - Introduce new items needing decisions
 - Address past agenda items that were not explored

- **Previous agenda items**

- Follow-up on open/ past items
 - Outreach for Space – Alder and Potting Shed (Brendan H)
 - **ACTION** – Rachel will bring back to Brendan as they will continue to follow up with occupants on these spaces.
 - Have not received responses from the occupants.
 - Alder – spaces that seem underutilized/vacant, may be helpful for upcoming inventory needs for the SC.
 - Potting Shed – would require some renovations but has good bones to be considered updates for some type of space, other than storage.

- Glover Lab / CVMBS – BARDA (Sue James)
 - Sue had a meeting scheduled last week, that got rescheduled.
 - BARDA – have not heard any recent updates. SC can wait to see if they follow up with more information.
 - **ACTION** – Heather will reach out to check on this. SC and CP team to take this off the agenda unless contacted to make it imminent
- Morgan Library Space – Clark MOU, CAMP (Karen E)
 - MOU – CAMP will move into Room 28 on July 1st.
 - Two year agreement with possibility of renewal.
 - CLA – Anthro collection is going to use 5 different rooms / spaces mainly on the 2nd floor except for room # 158G, that they will take over from July 1st 2023
 - 203, 158G for collections
 - 204, 205, 206 for collections (currently offices)
 - Library needs to work on getting items out of the spaces and need some help from Surplus.
 - **ACTION** – Karen to share agreements once they are all finalized/signed.
- **New Agenda items**
 - ATLAS – Datacenter Space Need
 - NSF Grant application with specialized system needs (electrical, mechanical, structural)
 - ~1,300 GSF (computer space + 4 offices)
 - Engineering Room E7 has been identified as the space that would be able to accommodate the need.
 - RCS to put together estimated costs to prepare the space.
 - Grant application due May 5th; if viewed favorably by NSF will likely result in a site visit in July prior to final decision on grant award
 - **ACTION** – Heather recommended some smaller sub-committee being involved with a conversation about datacenter options. Brandon Ates offered to assist in this conversation. Sub-committee members not identified.
 - **ACTION** – Sue to let Stephen Guzik know about a state-owned datacenter in Centennial that might have availability.
 - OSP – Grant Space allocation process
 - Updates from SJ, BH, and TS
 - Sponsored Programs have a grant intake form where they ask about Space needs and during the recent meeting (OSP and SC meeting in April 2023) they discussed edits to the language.
 - By the time the application gets to OSP it is close to the end of the grant application process, which is generally too late for checks and balances
 - Pre-award and application folks in the colleges need to contact and engage with the Space Committee if they are unable to accommodate the space needs associated with the grant application..
 - Space consideration need to be involved at multiple points in the grant application process.
 - Ensure that FM is involved early in case there are (space) needs that need modification.
 - Next steps for SC
 - **ACTION** – Once Grant intake form has been updated by OSP to clarify the space piece, it will be shared with the SC. The need to socialize the impact of deliberate

consideration of space needs in the grant application cycle was agreed upon. The mechanism and logistics of how to engage with and communicate this with the RADs and the deans of colleges who can then disseminate this info to pre-award teams has not been determined. SJ/BH to determine next steps.

- Space Agreement Templates
 - MOUs and FUAs
 - Space commitments are being made internally and/or externally
 - Security concerns, database updates, FM operations
 - **ACTION** – Blanche to send a copy of the MOUs/FUAs that LSC/REC uses for leases, etc.
- Potential lease space (STRATA)
 - Though capital project related swing space accommodation is a project rather than SC item, large projects such as Clark may require additional thought and support. STRATA can help CSU look into leased space options for Capital projects if and when needed should there be any interest or appetite from CSU leadership and project teams. STRATA would need a better understanding of needs before looking for options.
 - Type - Office, events, retail, etc. type space
 - Timeline
 - Budget
 - In Spring of 2022, STRATA had worked with the SC / CSU to start the development of an intake form. If needed that can be resurrected and reviewed
- Source Article – HR will be temporarily relocating to OSP space (from Howes to USC). Since the availability of space and this exchange in assignments was first known to both SC and the CP team, it isn't clear how this came to pass.
 - Is there space currently assigned to OSP that is vacant?
 - How (and who) was this approved since all space transfers and asks cycle thru the SC?
 - **ACTION** – Melissa will look into this and get back to Gargi.
- **Past items not covered**
 - Potential Space Solutions for Main Campus
 - Storage space strategies
 - Many SC members had to drop off early, so the consensus reached by remaining attendees was to table this for next month's meeting.
 - Space & Teleworking Policy
 - **ACTION** – Brenden to bring an update on Space & Telework Policy next month.
 - Any other creative ideas?

Meeting ended early as numerous members had to leave for other meetings.

- Future Concerns
 - Anticipate CoB and CVMBS space needs when they give up leases in 2025.
- Foothills Campus Strategy
- **Round Robin**