

Space Committee Minutes

May 06, 2024

In-Person: LSC Room 300

Attendees:

Brendan Hanlon, Sue James, Blanche Hughes, Melissa Reynolds, Lise Youngblade, Alonso Aguirre / Mark Paschke, John Slack, Brandon Ates, Janey Monroe, Julia Murphy, Ashraf Fouad, Jerick Flores, Jillian Zucosky, Gargi Duttgupta

- Attendance
 - Members
 - Alonso Aguirre
 - Ashraf Fouad
 - Brendan Hanlon
 - Blanche Hughes
 - Melissa Reynolds
 - Lise Youngblade
 - Ex-officio
 - Brendan Ates
 - Gargi Duttgupta
 - Jerick Flores
 - Julia Innes
 - Janey Monroe
 - John Slack
 - Jillian Zucosky
- Housekeeping & Goals
 - SC Meetings:
 - In-person
 - Question about Hybrid options, but would be best to keep with in-person.
 - Quorum – Communication
 - Please ensure to communicate with Gargi about attendance at least the week before the meeting.
 - Gargi will email to check in with members/ex-officio.
 - SC Feedback on Smith Group Peer benchmarking report
 - CSU have the highest Assignable Square Footage/student (ASF/student)
 - 512 ASF/student
 - CSU has a high number of Instructional Space (ASF/student)
 - Instructional space includes: classroom, class lab, open lab, study space
 - What would SC like to do with the information?

- How would we go about doing the diagnostics to look at how to determine why is it so high?
 - What are the trends of enrollment in relation to the space?
 - What type of space is the 512 ASF/student made up of?
 - We have the granular data for CSU's space data which includes:
 - Buildings/Rooms, Division/Departments Allocation, Space Type (by [FICM](#) codes), Square Footage, Functional Usage Codes
 - Is the student FTE part of the challenge of diagnosing?
 - Student Head Count vs. FTE is significantly different
 - Concerns about the Staff/Faculty FTE
 - Do we have data on time of classrooms/labs?
 - Julia Murphy can pull some of this type of data.
 - Do we have granular data for type of lab space (wet lab, dry lab, etc.)?
 - This type of information is available in the space database.
 - It would be helpful to look at it based on discipline and time of classes.
 - Challenges to increase enrollment have been identified as insufficient Faculty lines and insufficient space.
 - **ACTION:** Plan to have a meeting to spend time looking at the details of the benchmarking report. Need to decide which areas to focus on.
 - Distribution of Space are not bad.
 - Collectively look at the graphs to determine where we should focus.
 - **ACTION:** CP to prepare data on storage and classroom for the next meeting.
 - Goals for today
 - Open Space requests
 - Follow-up
 - Updates
 - Round Robin
- Open Space Requests
 - SDC
 - Options pursued that haven't worked out: TILT 101, Johnson hall, Student Services
 - New options to consider:
 - Rooms in BSB
 - Vacated space in Glover (IT staff was in this space)
 - Discussion on the options for which space may be a better option.
 - **ACTION:** Brendan H/Sue James to reach out to Psychology to discuss the spaces in BSB and to see if/when will be available.
 - **ACTION:** Gargi to present both options (if BSB is confirmed) to SDC.
- Follow-up:
 - Financial Procedure Instructions (FPI 4-8): Leasing (Action Item - STRATA)
 - Policy Language update
 - **ACTION:** Currently under Ajay's review, Janey Monroe will send the language to Gargi once he returns to Janey.
 - Voting Rubric
 - Discussion on whether the categories should be weighted.
 - **ACTION:** Gargi will send out the rubric to solicit feedback from SC Members.

- Project Programs:
 - Clark final program - Info desired
 - What kind of things would SC like to see about the Clark program?
 - What programs will be going into the new 90,000?
 - Would be good to see before vs after program plan?
 - Breakdown of existing and new
 - The possibilities on slide deck would all be good information to see from project team.
 - **ACTION:** Gargi will follow-up with the Capital team to schedule.
 - Should SC be involved in review and approvals for final programs on large projects down the road?
 - Tabled until next month when co-chairs are available.
 - SC Future role (reviews, approvals, authority?)
 - Common Lease repository (OGC/BFS/STRATA)
 - Timeline (Action item) communicated. Who should be the lead and POC from the 3 groups.
 - Tabled for future conversation.
 - Water Usage data – What next?
 - Tabled for future conversation.
 - Space related policies
- Updates
 - Leases: STRATA
 - No new leases
 - HDS is going to move out of their 14,000 SF in Dec. 2024 from International Blvd. (STRATA owned property that Central Receiving manages.)
 - Virtual Accessibility Center
 - SDC/ATRC/TILT are proposing a program that brings in aspects of all offices.
 - Gargi is working on a conceptual program.
 - Space Utilization
 - Campus Planning is having conversations with peer institutions about how they are assessing utilization (which is different from occupancy).
 - Soil Archive
 - Conversation about space in Spruce basement that is not being used by some departments. IBE has a need and would be interested in taking their furniture out of the Potting Shed to utilize in un-used rooms in Spruce, next to the rest of their offices.
 - Soil Archive could then use the Potting Shed in addition to Weber 01.
 - SC recommends putting a hold on the conversation about the Spruce basement.
 - **ACTION:** Jillian will let Soil Archive folks know that Potting Shed option is on hold for the moment.
- Round Robin