

Space Committee Minutes

June 5th, 2023

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

- **Attendance**
 - **Members**
 - Brendan Hanlon
 - Rachel Richardson – available to vote, Brendan had to leave early
 - Melissa Reynolds
 - Tom Satterly
 - Ben Withers
 - Blanche Hughes
 - Alonso Aguirre
 - **Ex-officio**
 - Gargi Duttgupta
 - John Slack/Brandon Ages/Tamara Alexander
 - Jillian Zucosky
- **Housekeeping & Goals**
 - July SC meeting (Monday 3rd July) – Hold as scheduled, reschedule, or cancel
 - Recommendation is to cancel. If something time sensitive comes up, we can reschedule.
 - Perhaps August meeting can be a bit longer to work through conversations on long term planning.
 - Rec that a small group have a meeting prior to
 - SC input (if any) in the *Clark (and Glover)* swing space
 - How would the SC like to be engaged regarding the swing space for these projects?
 - It's been a challenge to observe and current system does not appear to be working. Want to ensure that we add value, should not be on the construction team nor on the academic team to have to solve for swing space issues.
 - Difficult w/in CLA and departments within Clark, a challenge for the FM staff to find partnership across campus for space. We need to find an institutional way to provide additional support.
 - Recognize the differences in capital projects between new build and renovation; overlap on Clark and Glover which adds stress.
 - Many people are willing to talk about space they have available, but there are no incentives to offer space up for short term and to ensure they will get the space returned when they do need it back.

- People at Dean's level and below are saying that there is underutilized space across campus. Go back to the process working with HR for people working off-campus for 3 days or more. People are reluctant to do it within their units so we need a centralized movement where we will most likely find available space.
- 18 months ago, university had the discussion about utilization of space, coordinating that with a Telework policy, etc. and should have been addressed by the university Space Assessment. We identified a scope, funding for the consultant to provide input on utilization of spaces, and how that utilization can be maximized with an updated telework policy. Now we're 8 months past the expected completion date of the Space Assessment, we do not have the deliverable yet. Recommend that we do not try to recreate the wheel as this scope was identified and paid for, so let's follow through on that consultant study.
- Brendan H aspires to pull a group of folks to work on these areas: space assessment, telework policy is passed due for a review, as well as space allocation policy. There is work to do there. It will be a large task to align these areas.
- Does not appear to be many academic college representatives on the Space Assessment committee and should be shared with academic units.
- Need to prioritize space to be used for on campus work that is student focused and necessary front-line residential interactions. Ensure that appropriate academic and student needs are being represented in these discussions.
- The role of SC is when people come in to ask for space, which is different from a large project like Clark because is approved, funded, and budgeted separately. So does not fall under the purview of the SC (which is more on day-to-day tactical type of work). There is a strategic component for the committee to consider.
- SC agenda items that we have been trying to engage in during meetings include long term planning discussions, but we haven't been able to dedicate the time to have these discussions. Information about underutilized space has been anecdotal.
- Recommendation to have a longer meeting before school starts, since we are cancelling the July 3 meeting.
- Clark is 225,000 SF and there's no way to find all the building space needs unless appropriately planned for.
- If we don't know how the phases are going to break down, the duration of the space that is needed for swing space, there's an expense related to finding space to accommodate the needs and makes it extra challenging to find space that meets the needs. Has the budget included these line items?
- We need to be engaged with our partners at STRATA for leased spaces and most lease terms are longer along with not having flexibility/options to share space.

- What are the pieces that need to be put into place before bringing on the consultant team? Or engage the consultant team to help solve these concerns.
 - Glover ~30,000 ASF will need to be accommodated as swing space, is that possible, along with specialized labs that need to be planned for as they are much more complicated. This needs to be planned and accommodated for, including within the budget.
 - STRATA needs time to research and potentially look into building out space they have (which also requires funding). What SF is needed, what changes may be necessary, but we need time to plan for and investigate options.
 - On Main Campus we have ~2,000 SF of Vacant space, but is not really beneficial for the needs we currently have.
 - Capital project swing space will need to be accommodated outside of main campus as we have very limited vacant space and what is left is only.
- **ACTION** – Schedule more time for the August meeting. Have a smaller group of people to prepare information for the discussion as well.
 - Goals for today
 - Upcoming items
 - Past Action items
 - New agenda items
 - Address past agenda items that were not explored – long term strategy
- **Upcoming Items**
 - Floor Plans / Way finding – CoB
 - Decision was made to remove the floorplans and communicated to most people.
 - Interactive map is free access and CoB started a project to do wayfinding inside of buildings. Gargi is setting up a meeting with them and will have more once I meet with them.
 - NESB – Ecosystems Science and Sustainability (ESS) + Natural Resources Ecology Lab (NREL) / CNR space ask
 - Walk through NESB (Gargi, Sue James, Rick Miranda, Alonso) to discuss their space needs. Their department have grown for faculty (some vacant, some growth) and they are going to submit a request.
 - Rick suggested looking into the Fed buildings regarding their space not being used. Gargi had reached out to USDA, but they did not indicate they had space to give back to us.
 - CVMBS Storage (Equine repro Foothills Campus).
 - Believe this is ARBL (Animal Reproduction & Biotechnology Lab).
 - They are talking about needs for storage.
 - University Boulevard does have storage availability for a cost.
- **Past Action items**
 - Space database (COE and others) – communications to DDD
 - Data should be within the FM database and no communication never really went out about this

- **ACTION** – For next meeting, need to verify who will be communicating expectations around space databases (within divisions) and when it will occur.
Suggestions
 - Address at next meeting with Council of Deans
 - There is a June meeting, but Ben will not be there.
 - This should come from the Co-chairs.
 - DDD email – though concerns this can get lost in the mix
 - Operations Committee was utilized to communicate information
 - **ACTION** – At next SC meeting, discuss how the Operations Committee was described in the space committee processes and identify if Amy Parsons will be considering bringing this committee back (as she was the VPUO during the time that the Operations Committee was part of the space approval process).
 - Policy committee – if there's a policy that needs to be created then will need to go to this committee
- Follow-up / update on May 2023 items
 - OSP form update (GD)
 - **ACTION** - Brenden provided some comments on the form but there needs to follow up with OSP to verify all is well. Melissa will check and update the SC.
 - MOU samples – (Karen E and Blanche H)
 - **ACTION** – JZ to share copy of the MOUs received by Karen with Gargi.
 - **ACTION** – Blanche to send her MOUs to Gargi.
 - Outreach for Space – Alder and Potting Shed (Brendan H)
 - Not available per department/college communications.
 - Glover Lab (Sue J)
 - Sue is not present to share any updates
 - Datacenter/ ATLAS (Sue J/VPR)
 - No updates on this.
- **New Agenda items**
 - Weber – Computer lab to offices
 - Hartshorn – Space transfer from CLA to Marcomm
 - Anatomy Zoology – Animal Holding
 - **ACTION** – Melissa will investigate any agreements with CVMBS on the AZ Animal Holding (AZ – Room W338A)
 - Office of Engagement and Extension (OEE) – Space for 30 FTE
 - They heard that Howes & USC has space available and wanted to see if would be available to get rid of their leased space.
- **Past items not covered**
 - Potential Space Solutions for Main Campus
 - Storage space strategies
 - Space & Teleworking Policy
 - Any other creative ideas?
 - Table conversation about storage space as there are some conversations about a change to the budget model that includes information about storage.
 - **ACTION** - Gargi will work with Jillian to gather data on storage by college/division.

- Future Concerns
 - Anticipate CoB and CVMBS space needs when they give up leases in 2025.
 - How do we approach this when there are asks for more space/buildings due to growth of programs?
 - Potential action for Brendan/Sue James to follow up with the college leadership on what their plans are to relocate staff/faculty that are using this space.
 - Intentions of the Univ Space Assessment is to have recommendations on how to manage college growth, etc.
- Foothills Campus Strategy
- **Round Robin**