Space Committee Minutes
July 01, 2024
In-Person: LSC Room 300

Space Committee Voting Members Present:
Brendan Hanlon, Mark Paschke, Ashraf Fouad, Sue James, Lise Youngblade

Ex Officio:
John Slack, Brandon Ates, Julia Murphy, Karen Estlund, Julia Innes, Mike Shortall, Gargi Duttagupta

1. Housekeeping & Goals
   - Storage space – historic context / past practices
     - Historically “centrally assigned storage” was informally managed by the space manager; no formalized practice existed. They were able to give these spaces to those who need it, but they did not have the authority to take the spaces back.
       - Karen asks, is “centrally assigned storage” flagged in the database as storage, as different types of space? Gargi – Yes, it is flagged as centrally assigned space.
       - Karen – With Clark there was a lot of stuff in storage that should have been moved to the library archives, or records in storage that could be destroyed. May not need so much space for storage once we begin to go through what is actually being stored.
   - Sent updated peer benchmarking report to SC
     - 223 ASF per Student FTE for CSU (It would be slightly higher if it was only factoring in students just on campus.)
     - 28 ASF for instructional space.
     - 12 ASF for classroom space.
     - Office ASF / employee FTE was 147 ASF in 2017 vs 173 ASF in 2023
       - Given CSU standards, there is probably room to be more efficient with office space, even though we fall in the average range (120-130 sq. ft. would probably be more efficient).

2. Space Requests
   - SDC Space request update – Sue James asked about the two rooms in BSB. Told those rooms are underutilized (235 faculty office; 234 conference room – assigned to Psychology). Don Rojas thought Psychology had two offices on first floor of Gifford that they had an agreement with HDSF; could potentially be of use. Clark C basement may have two offices (with possible seasonal flooding). Don to reach out to HDSF directly. Don will get back to Sue after he hears back, then can ask for how long they’d be available.
     - The spaces need to be ADA accessible.
     - Biggest concern at Glover was the accessibility; however, don’t have to upgrade the ramp if using the longer route / entry way.
     - According to Mike, Gifford is fairly accessible.
     - Ashraf asks the date when they need it by. This request is from Dec 2023. They keep saying they have some time and have not set a deadline for when it is needed by.
Morgan Library has two small rooms near the ATRC (rooms 185 and 188) on the first floor that could potentially be used. Need to put storefront end locks on doors.

- Suggestion that maybe Clark faculty could use Gifford, to open up the other two rooms (183 and 184) that are currently designated for Clark faculty office hours.

- Gargi will wait to hear from Sue for updates, then will look at these rooms in Morgan, and explore idea of moving Clark faculty to Gifford.

- OIP Space request

- Asked for use of room 9, which doesn’t seem to be used. Their funding is not dependent on getting the space, but if room 9 is not well utilized there may value to them using it for computer classroom to have room to expand.

- Room 216 has never been scheduled in general assignment pool. It’s possible they have it designated as departmental. 216 is not in the scheduling system.

- Mike Shortall shares that in 2022 this space(room 9) was supposed to be part of a basement remodel but this room fell off the scope. It was full of storage. If the folks awarded the space are not using it, can we take it back for a different use?

- Brandon (Ates) asks how many computers will be in the room (12 currently) and does the room have the capacity to support that? What is the HVAC of the room, and will it accommodate a room of computers?
  - Gargi clarifies, it is an assembly space currently. Anyone being granted space would need to reach out to Remodel & Construction Services for a quote on what would need to be done, followed by bldg. dept reviews for permitting should the project move forward.

- The computers will be available to all CSU students per OIP. Using the funds to update the computers for availability.
  - Any new computers need to be on Brandon’s list. (Bernier/ IT)

- Julia M. – Who will be providing ongoing support of the room, if it is open to everyone?

- Karen – do they need standalone print stations?

- **Action Item:** Set up meeting for Gargi, Sue, Brendan, Julia M. to follow up on space request emails for Spruce/OIP and CoB/RW 118.

- **Action Item:** Gargi to inquire further about computer room 216. Need to find out more from Lynn about how the computers are utilized. Sue to talk to Systems Engineering after Gargi gets more information about the space.

- Aggie Labs

- Long-term plan is that we don’t want to use this bldg. for programs, will not assign program space in this bldg.

- Dan Kozlowski asked for space for storage and staging for Remodel & Construction Services because they are facing difficulties with supply chain issues. There is a lot of storage from the old Shepardson bldg. in Aggie Labs. Dan Kozlowski would take up the cost to move these items to Surplus and Space Committee would allow him temporary use of the space for 2 years.

- Committee is fine with 2 years temporary use.

- Rockwell RW 118

- Julia Murphy shows RQ118 as general assignment (GA) classroom, but FM’s data is showing it as departmental.
College of Business (CoB) took this room offline one summer, adding a lot of technology to it, which is more than the GA funding can support. Julia didn’t realize it was happening until after it had already occurred.

Mark asks - Was there an MOU with this classroom? No. After the fact, Julia got a verbal agreement that it would be a GA.

This room is booked solid, so a space like this is needed. However, supporting it is the challenge. Julia wants to continue to do utilization for the room. However, she’s agreed they won’t put anyone but CoB in the space. This is unique because CoB is supporting the technology, since there are no resources to support it under GA. Julia wants to keep it as GA; thinks it’s important to work to form partnerships that support depts as well as the GA pool.

Mike – There is a furniture standard to follow with GA classrooms. When they buy their own furniture, they need to maintain their own furniture because it doesn’t match the standards. It is up to them to maintain it. They removed seats that were bolted in when they took it offline.

Sue James – Need a holistic approach to compliance, and space policy is an example of not having compliance. If there is a conflict of interest on purchasing, it would be helpful for purchasing to flag it. **Action Item:** Put this conversation on the agenda for the future.

Standard practice is that CoB should have given a dept room to the GA pool. Although COB is okay with it being labeled GA.

  - **Action Item:** Will we ask them to follow our practice? Who will have this conversation with them? Could be equity concerns, since they been upholding it with others. Sue and Brendan need to make the call. Gargi to follow up.

### 3. STRATA Updates on Leases

- **STRATA/CSU Dept. of Fish, Wildlife, and Conservation Biology:** new lease at 3829 E. Prospect Rd. for boat & equipment storage. Details on term and rates in process.
  - Adjacent to Coors Pavilion off I-25. Their needs begins in fall when boats come in.

- **STRATA/CSU Parking Services:** First Amendment for 264 parking spaces at the Prospect Plaza Apartments Parking Lot. Initial one-year term, with 2 automatic renewal terms of one year each through to 8/22/2027.
  - Arrangement extended with understanding that ultimately site will be redeveloped.

- **STRATA/CVMBS:** Third Amendment to the Lease for 2537 Research Blvd, Suites 100, 102, 103. Reduces CVMBS space by 33%, beginning July 1, 2024 and ending June 30, 2025.
  - Reducing CVMBS by 66% and they retain 33%. Creates opportunities for Tetrad. STRATA working to fill the other third.

- **Harmony Golf Club/CSU Athletics** – Fourth Amendment to the Lease at the Harmony Center CSU Golf Practice Facility in Timnath, CO. (Tenant improvements and an extension through to 12/31/2027).
  - Improvements will assist CSU.

- **CSU/Verizon:** Third Amendment to the Telecom License for use of the rooftop tower at the Student Rec Center. Adds a fiber pair and provides a 5-year extension through to 12/31/2029.
  - IT would need to talk about larger goal of: do we want to continue renewing the leases?

### 4. Updates

- **2 Facility Use Agreements on Foothills** – In process.
- **AiM Survey Test**
  - Next spring the F and A survey occurs.
Mike is meeting with BFS to introduce the F and A survey to them. Mike needs something to BFS by end of the month. Mike will work on general space survey testing once he finishes the F and A with BFS. AiM was not in place in the past.

- Research funding based on F and A.
- There is a component for F and A survey that verifies and confirms that space data is correct and is linked to the financials.
- If people don’t respond to the survey in timely way, the survey disappears, and it has to be resent – a Assetworks/ AiM database parameter.

- Clark & Enerson should be finalizing the deliverables for the space assessment. Shelly Carroll is the contact for this.
- Clark program info to come to Space Committee in Oct./Nov. 2024.
- 2016 METEC / land lease on Foothills campus.
  - Space Committee charter was updated to remove land lease approvals from Space Committee function in 2022.
  - METEC received a new DoE grant. There was a lithium battery explosion recently which impacted the current leased trailer they are operating out of at the Foothills campus. Will receive insurance for leased trailer and the plan is to replace the leased trailer with a new owned one. They will be going to Master Plan Committee to share an update.

5. Space optimization

- Classroom data – total seat capacity on Main campus is 15,677 and enrollment FTE is under 29,000.
  - Gargi shared information about GA classrooms main campus – divided them into use zones.
  - 27 departmental classrooms are larger than 900 sq. ft. Per CSU standards anything larger than 900 should be GA.
  - Per room standard, there about 34 people per room. Per code, it is 20 sq ft net but CSU tends to use 25 ASF.
  - CSU has grandfathered in some classrooms if they were built to the standard at the time when they were built.
  - When doing remodels, rooms are brought up to current code.
- PTS is adding on demand shuttle service from UCA to LSC transit center, which allows Space Committee to think about better utilization of the UCA classrooms and other spaces.
- Classroom Utilization
  - Julia M. pulled data from EMS. In what she pulled, reporting is based on classes only, not on events in EMS. Julia M. has been pulling this data since 2014.
  - EMS, CLSS, and Banner talk to each other on real time basis.
  - Utilization is the percent the room is utilized compared to a number of hours in a week. Also looked at seat fill compared to room capacity.
  - Enrollment cap is usually set higher than the enrollment that actually occurs.
    - Classes are put in larger classrooms but then not filling the seats.
  - Doesn’t have accurate reporting on dept. classrooms, specifically with events (dept meetings, study sessions, exam proctoring, student organizations) that occur in the dept. classrooms.
  - There is the possibility of integration between EMS & Outlook, so that data could be captured if depts use Outlook to schedule rooms.
There is an IT project underway to merge main CSU campus, Clinical Sciences, and CSU Pueblo into one database. They are moving EMS to the cloud, so it is supported outside of CSU. Phase 2 is expansions upgrading Clinical Sciences and and bringing Pueblo into the academic scheduling side of EMS. Then functionalities such as Outlook and AiM integration.

- AiM is the system of record for space, but there is no integration of EMS, AiM, and Banner, which is problematic.
- Registrar’s Office asks question, “Who does CSU want to be?” when discussing the need for filling large classrooms vs the understanding that student success is predicated on smaller sized classrooms.
  - **Action Item:** Lise wants to return to this conversation; future agenda item.
- Utilization over 65% is not ideal. Need downtime time in rooms for maintenance activities, emergency relocations, remodels, events scheduling, and growth.
- Available capacity is at 8 a.m. and after 4 p.m. Available capacity doesn’t always equal schedulable space.
  - Would be cultural shift on campus, using space early and late in day.
- Lise – Next step may to be share with deans. Schedules are built on faculty preference rather than on student need. The cultural change needs to come from and managed by the provost/dean/dept heads.
- Brought to Space Committee because there is the belief that there is an enrollment deterrent because we don’t have the capacity, but Gargi and Julia are sharing information that there is space availability.
- Conversation of dept rooms for next time: Limited knowledge of technology is departmental rooms; no central support of that technology; average capacity of dept rooms is about 32 seats.
- **Action Item:** Gargi to send committee updates through email for future meeting, so there is more time to discuss classroom utilization.