

Space Committee Minutes

August 7th, 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, James Pritchett, Jillian Zucosky, Gargi Duttgupta

- **Attendance**
 - **Members**
 - Brendan Hanlon
 - Sue James
 - Melissa Reynolds/Heather Pidcoke
 - Blanche Hughes
 - Alonso Aguirre
 - Tom Satterly
 - **Ex-officio**
 - Gargi Duttgupta
 - John Slack/Brandon Ages/Tamara Alexander
 - Jillian Zucosky
 - **Guest**
 - James Pritchett
- **Housekeeping & Goals**
 - (CAS) Space Needs – Dean Pritchett
 - Communications responsibility: Colleges' Space Databases
 - Do we have official communications through Communications?
 - How formal do we want to go with communications with SC?
 - Need regular cadence of communication, etc.
 - Brendan is working on figuring out division and key communications from things like SC. He hopes to have some solutions with this in the next few months.
 - **ACTION:** Gargi to write up something for Sue James to share at the PDL/DDD on Wednesday Aug. 9th on college space databases.
 - Operations Committee: Should/ Will this be resurrected?
 - Current president has not moved to reinstate the Operations Committee.
 - Brendan will be meeting with President Parsons and continue to engage in conversations regarding this. He will bring back to SC if anything does change with the Operations committee.
 - Goals for today
 - Address Requests
 - Proved Informational updates.
 - New Agenda items
- **New Space Requests**
 - VP Engagement – University Square Reassignment
 - James verified that he approves the reassignment.

- **ACTION:** Campus Planning: Notify Yvonne B of the approval for University Square assignment change and update the database.
 - Regional Food Center & COFSAC
 - James Pritchett shared information about the needs for this new program/grant.
 - Explored: Extension & CAS spaces, looked at some small meeting spaces to convert (which would have to give up student space); Animal Sciences have been looked at (meat lab) but would require ~\$3mil to updated space for administrative uses
 - Spur options? – the PI and leadership on the team have campus-based appointments, so commute to Denver would be tough.
 - Strata – 2537 Research Blvd. has some space (currently CVMBS but they have giving verbal willing to surrender)
 - Lake Street Garage – 2nd floor will no longer be available; PTS is expanding their team to utilize the space.
 - Howes – no potential for HR to move to more telework.
 - Air Water Energy Research (#1011) Building - per Sue was almost empty and wondering if the building could be used more
 - USDA/Fed buildings
 - Goal is for September 2023, but can do a lot of the startup of the project at conference rooms, etc. They could probably be without official space until the end of the 2023 calen
 - **ACTION:** Brendan H to reach out to Dave Bradford to verify will be using the 2nd floor of Lake Street Garage.
 - **ACTION:** James will reach out to Darren to see if they have any interest/space in the fed buildings since it is related to USDA.
 - **ACTION:** John Slack to follow up with CVMBS regarding surrendering space at 2537 Research Blvd.
 - **ACTION:** Campus Planning to work with Brendan Ates on identifying space.
 - **ACTION:** Jillian to investigate utilization of Bldg# 1011 and discuss other spaces with Gargi for potential remodels.
 - Graduate Program – Public Health
 - Review of the request to co-locate with director.
 - Gargi shared recommendations to adjust who has the allocation of space.
 - **ACTION:** Gargi will reach out to Don Rojas to discuss some space swaps with Public Health & Psychology in Sage Hall. Sue James is willing to meet if it needed.
 - CSU Summer Office
 - Growth of staff is also part of the request, not just the concerns with the office concerns.
 - They are revenue generating and would be nice to keep them on campus.
 - **ACTION:** CP to explore options for 2 rooms as well as minimize expense for remodel if that is the only option (not 55K but carpet replacement, etc.).
 - Soil Archive (Soil & Crop Sciences)
 - In process, Megan M is looking into the options to see what available to meet the needs of the various groups that need soil storage.
 - Also looking at GSB 104 suite that has a closet.

- Potential to investigate International Blvd for leasing, as well.
 - **ACTION:** Jillian will connect with Megan to review what she found out with colleagues and discuss walking potential spaces.
 - CVMBS – AZ W116B
 - **ACTION:** Approval of the AZ W116B to given to Biology. Gargi to notify them and Jillian to update database.
 - USC
 - VPR would give up if they found space elsewhere, though there are some plans in the work that may change this.
 - Potential for downsizing on campus presence of OSP.
 - VPR-IT toured some space as they are expecting increase with their IT.
 - **ACTION:** Heather and Melissa to follow up more on if there will be any space available in the VPR allocated space in USC.
- **Space Requests** (potential/ not submitted yet)
 - VP Engagement – Office Space lease on Drake
 - Did not receive an official request but was more of an FYI.
 - NESB – Ecosystems Science and Sustainability (ESS) + Natural Resources Ecology Lab (NREL) / WCNR space ask
 - **ACTION:** Alonso is working on connecting with USDA as well as determining if they are going to submit a space request for ESS + NREL (WCNR).
 - CVMBS Storage (Equine repro Foothills Campus).
- **Updates on Past Action items & Space availability**
 - OSP form verbiage (VPR)
 - Brendan asked for some language to add, but character limitations were a part of an issue.
 - Melissa did not receive any responses on the suggestions she provided with the language.
 - Melissa will confirm back what the final verbiage is.
 - Could still use some stronger language to make sure the funding for space is addressed.
 - Identify a funding amount that when the request is at the level, there needs to be more up-front discussion and understanding on funding responsibility.
 - Space Committee does not have any funding for approval.
 - **ACTION:** Melissa to discuss with VPR, VPR-EC should put on the agenda to talk about whether the form addresses the needs. How do we communicate on who is going to pay for the space?
 - We do not want every grant request coming to SC.
 - The PI will acknowledge, but we need to get the attention of the Chair/Dean when they approve.
 - Datacenter/ ATLAS (Sue J/VPR)
 - They didn't make it through the grant application and the two PIs that applied are leaving the university.
 - AZ W325 – Animal Holding
 - This is moving forward, and VPR/the college are funding this together.
 - Space Policy
 - No one showed up to the meeting that was set up last Friday, except Gargi and Tammy.
 - Is this the right representation on the policy committee currently?

- Need someone that understands more of the academic side of the house would be a good addition.
- Do we know where the president's office stands about telework/remote work?
- SC recommends adding HR to this group.
- Dean Withers offered to sit in on it.
- Support of Ria on the policy committee
- This policy was being led by Lynn Johnson and were supposed to incorporate the space assessment/utilization.
 - Brenden H and Gargi should be on the policy development.
- **ACTION:** VPR – Heather to talk to Christa & David to find out if he is the appropriate person for the Space Allocation policy.
- **ACTION:** STRATA, Will have a conversation to identify the best person from STRATA to be on Space Allocation policy.
- **ACTION:** Gargi to follow up with Tammy Hunt on appropriate folks to be on the Space Allocation policy. Per above, should include Brendan H, Gargi, HR, College Dean (Withers), Ria, VPR, STRATA....
- Space Availability
 - No space available in Howes, per Eric Ray.
 - Lake Street Garage 2nd floor (see above) not available.
 - USC – was hoping ACNS/IT would be able to consolidate and offer the space up but does not sound like it will be available now.
 - USC – Melissa/Heather to follow up if VPR will have any space becoming available.
 - Coors Pavilion – this is available for CSU folks, but no one is interested in using the space.
 - John/Brandan confirmed that CSU occupants would NOT have to pay for use of that space.
 - **ACTION** – Space Committee members recommend socializing that Coors Pavilion space is available, and no one has taken it up on it.
- **New Agenda items / Space Strategies**
 - Aggie Labs – Energy findings
 - **ACTION:** Campus Planning to reach out to everyone in Aggie lab to verify if it's being used or not and bring back to SC.
 - Space Strategies / Potential Space Solutions for Main Campus
 - Leased space.
 - Storage space strategies
 - Any other creative ideas?
 - The numbers shared are based on leases for multiple years space, but temporary space can be a challenge for getting a landlord to lease for short-term periods.
 - Foothills Campus Strategy
- **Round Robin**