

## Space Committee Minutes

October 18<sup>th</sup>, 2023

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

- **Attendance**
  - **Members**
    - Brendan Hanlon
    - Blanche Hughes
    - Tom Satterly
    - Rob Novak (proctor for Alonso Aguirre)
    - Ben Withers
    - Melissa Reynolds
  - **Ex-officio**
    - Brandon Ates
    - John Slack
    - Jillian Zucosky
    - Gargi Duttgupta
  - **Guest**
    - Lori Graham-West
    - Linda Schutjer
- **Housekeeping & Goals**
  - SC Website – workflow diagram added.
  - Communications (Website / DDD/ etc?)
    - Space Availability (or lack thereof)
    - Space as a University resource Discussion
      - This discussion highlighted space challenges faced by CSU and the SC. The intent is to figure out a path forward to address some if not all these challenges. Is there something positive to give groups that give up space, but what could be offered?
      - Campus Planning needs to be able to reach out to campus members in order to problem solve and help all campus members with space needs. Challenges come up when units are contacted, and they get upset when questions are just asked through investigation of space.
      - Perception is that space is a unit resource not university resource because the cost of the upkeep goes back to the unit. When they invest in the space, they take on the ownership of the space. Space is a CSU resource, not unit resource. How can this narrative be changed?
      - People keep bringing up spaces that have been investigated by CP ex-officio and units respond that it is no available. Should we post something on the website to share with the campus community

regarding spaces that have been investigated but no available space? (Ex. Howes, USC, Sage, Spruce, Alder, Johnson Hall, Student Services, etc.)

- A guest shared an anecdote that she was told by a faculty member that if they give up space, they have to pay for space to get it back. This is not true. Departments do not pay to get space back that was given up (they would pay for renovations/work requests needed in the space).
- All SC members and attendees to think about these and provide input and thoughts to the CP team.
- Clark B Swing Space
  - PM is moving forward with connecting with STRATA to look for space.
  - Numerous FM folks have been looking into options.
  - Though this is a Capital project, and not a space request to the SC, the SC has been in discussions as and when needed with the project team.
- Goals for today
  - FUA update
  - Updates (Past Action + Agenda items / Informational)
  - New Requests
  - Space Strategies
- **Facility Use Agreement (FUA)**
  - Background Overview
  - OGC presentation / update
    - FUAs used for:
      - Faculty Start Ups
      - Consulting
      - Third parties in non-incubator space
      - On campus to use equipment
      - Co-investigator or another cooperative research/project
    - Challenges:
      - Process
      - Approvals
      - Consistency
      - Cost & responsibilities
      - Transparency
    - Potential Solutions / Discussion items:
      - Establish process and socialize
      - Create template and utilize
      - Incentivize (accommodate costs esp for FM?)
      - Set expectations for POC, responsibilities, pricing, protocols, etc.
  - Per OGC, we don't know who is on campus, who to pay rent to, not a clear transparent process to get people into space that are third parties working with faculty on research.
  - We need to know who is in our space.
  - We need to have a process, a policy/roadmap.
  - There's no incentive for faculty members to document these things as they do not get any funds.
  - Export control/private use issues and concerns.

- Do Background checks occur for affiliates/third parties? Anyone tracking who is sponsoring them?
- Who gets paid? Who gets the money?
- SC member thoughts/discussion/ideas
  - We need to (list from Brendan H)
  - Need to create a small committee to dive into this
    - STRATA
    - College business officer
    - Need academic side
    - Others....
    - FM Operations should be in the loop for any agreements/decisions that are made, etc. Have them review drafts of any policy/process.
  - **ACTION:** Lori & Linda will put together a list of individuals/departments they think should be involved in the sub-committee to draft process and protocols for FUAs.
  - **ACTION:** Input is needed from members regarding Space resources.
- **Updates**
  - **Past Action + Agenda items /Informational**
    - Regional Food Center & COFSAC
      - To be discussed at next SC meeting. Need insight from those that toured and not available today.
    - Graduate Program – Public Health
      - SC agree cannot accommodate this request as no new space to co-locate the group and no options to adjust how space used in Sage.
      - **ACTION: Gargi to email Public Health that request is denied.**
    - CSU Summer Office
      - Melissa Reynolds shared there’s potential space available in USC that VPR can return to university.
      - **ACTION: JZ to reach out to Summer Programs to see if open to moving to USC.**
    - Soil Archive (Soil & Crop Sciences)
      - More to come next meeting
- **New Space Requests**
  - Nursing Program request for space that CVMBS will be vacating once VHEC is finished.
  - President needs to be briefed on the nursing program.
  - Brendan would like to have this deferred until next month’s meeting.

**TIME RAN OUT, WILL PICK UP ON AGENDA IN NOVEMBER**

- Aggie labs
- Space Policy / Telework Policy
- Ramzone Space
- Operations Committee sunset before new SC committee formulated.
- Space Availability, Water Use & Occupancy, Emeritus Space Policy; Misc Space discussions
- **Space Requests** (on hold no movement)
  - VP Engagement – Office Space lease on Drake

- NESB – Ecosystems Science and Sustainability (ESS) + Natural Resources Ecology Lab (NREL) / CNR space ask.
  - CVMBS Storage (Equine repro Foothills Campus).
- **Space Strategies**
  - Space Strategies / Potential Space Solutions for Main Campus
    - Leased space.
    - Storage space strategies
    - Any other creative ideas?
  - Foothills Campus Strategy
- **Round Robin**