

Space Committee Agenda

January 4th, 2023

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

- **Roll Call**
 - Introductions with new members joining
 - **Voting Members Present**
 - Alonso Aguirre
 - Benjamin Withers
 - Heather Pidcoke
 - Brendan Hanlon
 - Sue James
 - **Non-Voting Members Present**
 - Gargi Duttgupta
 - Brandon Ates
 - Terry Adams
 - Tamara Alexander
 - John Slack
 - Jillian Zucosky
 - Effective Jan. 2023 STRATA will no longer have a voting seat.
- **SC Process and Protocols:** <https://www.fm.colostate.edu/spacecommittee/>
 - Final review/approvals
 - Gargi provided feedback and context for new members on the changes to the documents/websites, etc.
 - Discussion on if Post Docs should be called out on the Space Standards.
 - Scoring Rubric
 - Not to be put on the website
 - Recommendation to change Applicant to Requestor
 - Updated Website and communications
 - Include Agendas and Minutes (minus names regarding voting decisions)
 - Space Verification – Bldg. Proctors
 - **ACTION:**
 - Are you all comfortable with the docs/website finalized and being updated to posted on the website?
 - Give time to finalize any other suggestions within the two weeks (Jan. 18th)
 - Brendan can send an email to finalize comments through a vote.
 - CP team to get final documents posted to website on February 1st.
 - Gargi will send email to Brendan & Sue to finalize and share with DDD list about finalized website. Also, to communicate that CP will be contacting Building Proctors regarding department floorplans.

- **For Approvals & Decisions**
 - SC will not make decision
 - **General Counsel Admin Space Remodel: Swing Space needs**
 - Discussion on this request
 - **DECISION/ACTION:**
 - Committee approved some offices to be given to them.
 - Gargi to let know that up to 3 offices for hoteling.
 - **CNS Classroom Request**
 - Discussion on the request and SC's responsibility related to GA classrooms and connections with Classroom Review Board (CRB).
 - **DECISION/ACTION:**
 - Committee does not agree to approve this request.
 - Gargi to inform CNS that now is not a good time for this request due to the upcoming classrooms going offline. Come back to SC once those things are settled down.
 - **Glover Lab**
 - Waiting on information from Engineering (Dave McClean).
 - More of an FYI that there is a concern regarding a lab that an outside audit identified.
 - More to come once we have more details.
- **Rollover items: Open/Update**
 - **Open Items**
 - VTH Additions and Renovations - Does the SC need to see this?
 - There's a program plan approved by board, but finance plan has not been approved.
 - SC does not have any approvals on this, so it would just be informational.
 - **ACTION:**
 - Brendan suggested sharing through an email, but not necessary to present during a meeting. Other members also Agreed.
 - Office Space assignment (hybrid work) Policy – Does anyone know about this?
 - Tammy Hunt (VPUO) sent over a review of the telecommuting policy with components of hybrid work with mention of SC, CP, STRATA in this policy.
 - **ACTION:**
 - Brendan and Gargi to meet to have a conversation regarding this policy and impacts.
 - Brendan would like to engage with SC on discussing the policy.
 - **Reassignment Asks:**
 - Shop Hangar
- **Informational Updates**
 - **Potential Available or Underutilized Space updates: For discussion**
 - Foothills Campus
 - **ACTION:**
 - 1421 AIDL – CP to update database to reflect decommissioned
 - 1105 West Office – CP may need to follow up with Engineering to find out if they are in use.

- Main Campus
 - South Campus
- **Of Note: For ideas / Resolution**
 - **New Programs & Process**
 - Review that new programs should include funds for space through the board requests.
 - **Clark & Glover Swing Space needs**
 - **Lease Options / STRATA**
- **Round Table**