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 Duttagupta

- **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 Duttagupta
    - 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/](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