

MEETING NOTES

PROJECT	University Space Committee (USC)	MEETING DATE	January 17, 2019
LOCATION	Hinderaker B154	AUTHORS	Sharyl Murdock / Karen Jordan Space Management
ATTENDEES			
Members	Cynthia Larive (co-chair)	Provost and Executive Vice Chancellor	
	Gerry Bomotti (co-chair)	Vice Chancellor for Planning and Budget	
	Jose Wudka	Faculty Representative 1	
	Veronica Ruiz	Chief Financial Administrative Officer	
	Cathy Eckman	Designee for Student Affairs	
	Susan Marshburn	Facilities Services Representative	
	Ashok Mulchandani	Faculty Representative 3	
	Georgianne Carlson	Business Administrative Services /Auxiliary Services	
	Michael Pazzani	Vice Chancellor for Research and Economic	
	Maggie Souder	College Facility Manager Representative	
	Elizabeth Heise	Provost Office – ACE Fellow	
Staff	Sharyl Murdock	Space Management	
	Karen Jordan	Space Management	
DID NOT ATTEND			
Members	Richard Arnott	Faculty Representative 2	

1. Convene Meeting & Announcements

- i. Space Management is creating a matrix for future use by the committee. This will help identify campus priority space needs and potential space available to meet these needs.
- ii. VCRED office (MRB Director Gillian Wilson) will be working on MRB policies through various building committees. As they become available they will be shared with the USC as an information item.

2. Review of Draft University Space Policies – Standard Campus Space Policy:

- i. Recommendation: Negotiation of any related costs to prepare new space will be equitable and examined on a case by case basis. Factors to be considered will include whether new assignments were requested or mandated. Space reassigned by the department or college will fall under their purview.
- ii. Recommendation: add information about how costs of space are treated in the new campus budget model. Space Management will get information from the FPA office to include in the policy.

- iii. Concern: currently, unit heads are sometimes circumvented when unfavorable decisions are made regarding space assignments; these end-runs have the potential to undermine unit administrative and planning integrity.
- iv. Recommendation: include an appeal process if after first working with their department and college faculty space needs are not met within the School or College. The appeal request should go to VCPB for potential USC review.
- v. Recommendation: update language regarding hoteling to state that hoteling space use should be monitored and assignment revised as appropriate, based on utilization.
- vi. Recommendation: A stated guideline is “All new and renovated spaces will conform to UCR principles and metrics. “ There should be a link to these principles and metrics. These do not currently exist so the document will be updated to indicate these will be provided when available.
- vii. Recommendation: update language regarding emeriti space to reflect when emeriti retention of space may be appropriate. Information will be provided regarding the existing campus policies on emeriti and Professor of the Graduate Division space with links to the full documents.
<https://senate.ucr.edu/emeraliti/02.%20PGD%20Program%20Overview.pdf>
<https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=650-17-1>
- viii. Recommendation: update language in the Condition of Use section to clarify “unwanted furniture and equipment” will be determined in coordination with departments and campus.

3. Review of Draft University Space Policies – Faculty Space Assignments:

- i. No comments at this time. We will provide another opportunity for review at the next meeting.

4. Review of Draft Space Request Process Flowchart:

- ii. Recommendation – update to include the appeal process.
- iii. Recommendation - add anticipated timeline for the process.

5. Review of Draft Process Summary for UCR Space Request(s):

- i. Recommendation: provide a template for supporting materials (include link in document).
- i. Recommendation: include section for requestor to indicate expected time constraints and impacts (e.g., grant deadlines, recruitment, etc.)
- ii. Recommendation: add a bullet in step 4 to include compatibility with adjacent space as a recommendation parameter.

6. Review of Draft Released Space Table:

- i. Discussion – the campus has recently completed two research building projects, SOM Research 1st floor and MRB. A list has been created to track spaces being released as SOMR and MRB are occupied. Discussions are in process to finalize this list.
- ii. Discussion – the draft Released Space list was reviewed. These spaces will become available for future assignment and proposals for reassignment will be reviewed by USC. On a temporary basis, some of these spaces will be used to accommodate the needs of Batchelor Hall occupants. The building is being renovated in 4 phases and occupants will need to move for the duration of construction in their phase.
- iii. Discussion – MRB occupants are expected to move in 3 phases: Phase 1 – anticipated to be at the end of April 2019, Phase 2 – anticipated to be at the end of June or beginning of July 2019, Phase 3 – anticipated to be winter quarter 2020.

7. General Discussion and Anticipated Future Topics:

- i. Discussion - How will new policies be communicated to the campus? The Provost and VCPB will communicate as policies are finalized.
- ii. Discussion - USC members will be copied on final decisions regarding space allocations.
- iii. Future discussion items:
 - a. VC Haynes is working on a plan to reassign Costo space.
 - b. VC Bomotti will bring forward a plan to use part of the space previously approved for VCBAS in the Student Services building.
 - c. School of Public Policy may bring forward a request for additional space.

8. Next Meeting:

- The next meeting is scheduled for February 21st at 4pm, Hinderaker 0154.