

MEETING NOTES

PROJECT	University Space Committee (USC)	MEETING DATE	February 21, 2019
LOCATION	Hinderaker B154	AUTHORS	Sharyl Murdock Space Management
ATTENDEES			
Members			
	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
	Ashok Mulchandani		Faculty Representative 3
	Georgianne Carlson		Business Administrative Services /Auxiliary Services
	Maggie Souder		College Facility Manager Representative
Staff	Sharyl Murdock		Space Management
DID NOT ATTEND			
Members			
	Richard Arnott		Faculty Representative 2
	Cynthia Larive (co-chair)		Provost and Executive Vice Chancellor
	Susan Marshburn		Facilities Services Representative
	Michael Pazzani		Vice Chancellor for Research and Economic

- 1. Review of Draft University Space Policies – Standard Campus Space Policy:**
 - i. The document was reviewed and recommendations are reflected in the updated policy document.
- 2. Review of Draft University Space Policies – Faculty Space Assignments:**
 - i. This document was not discussed as not all members had an opportunity to review. We will provide another opportunity for discussion at the next meeting.
- 3. Review of Draft Space Request Process Flowchart: This is being recommended to the Provost with modifications noted below.**
 - ii. Recommendation – update the title to specify this process is for USC requests, not departmental
 - iii. Recommendation – step 4. Change “various” to “applicable”.
- 4. Review of Draft Process Summary for UCR Space Request(s): This is being recommended to the Provost with modifications noted below.**

- i. Recommendation: Step 2, bullet 1. Update language to specify requests to USC.
- ii. Recommendation: Step 2, bullet 2. Add language to specify redelegation must be in writing and submitted to Space Management.

5. Review of Space Matrix

- i. Reviewed documentation. This information will be used for planning in coordination with the committee and in specific we will have two actions on this in the future:
 - i. The spaces proposed for retention will be reviewed at the next meeting so a recommendation can be provided to the Provost.
 - ii. Requests for reallocation of retained space will be reviewed by the USC.

6. Information item: Batchelor Hall temporary space

- i. The list contains some rooms on loan from CNAS and some from MRB and SOMR reassignments.

7. Information item: VCBAS space in Student Services building

- i. Space assignments have been finalized and the department is moving this month. The assignment is approximately 500 asf less than originally approved by the committee.

8. Next Meeting:

- The next meeting is scheduled for March 19, 2019
- Anticipated agenda item – MRB released space and the Telecomm building space request.