

## MEETING NOTES

<b>PROJECT</b>	<b>University Space Committee (USC)</b>	<b>MEETING DATE</b>	March 19, 2019
<b>LOCATION</b>	Hinderaker B154	<b>AUTHORS</b>	Sharyl Murdock Space Management
<b>ATTENDEES</b>			
<b>Members</b>			
	Gerry Bomotti (co-chair)		Vice Chancellor for Planning and Budget
	Deborah McWilliams		On behalf of Jose Wudka, Faculty Representative 1
	Veronica Ruiz		Chief Financial Administrative Officer
	Cathy Eckman		Designee for Student Affairs
	Georgianne Carlson		Business Administrative Services /Auxiliary Services
	Maggie Souder		College Facility Manager Representative
	Richard Arnott		Faculty Representative 2
<b>Staff</b>	Sharyl Murdock		Space Management
<b>DID NOT ATTEND</b>			
<b>Members</b>			
	Cynthia Larive (co-chair)		Provost and Executive Vice Chancellor
	Susan Marshburn		Facilities Services Representative
	Gillian Wilson		VCRed Representative
	Ashok Mulchandani		Faculty Representative 3

### 1. Review of MRB Released Space / Space Matrix

- I. The table showing released and retained spaces for MRB and School of Medicine Research was discussed. It was noted that under the current process we would have brought all the proposed released/retained space to the USC for recommendation but the space assignment for MRB started before the USC was in existence. The table of all spaces for each college released/retained was reviewed and it was noted this would go to the Provost for final approval.
- II. The Space Targets and Space Matrix tables were discussed and the following suggestions were made:
  - a. Recommendation Space Targets: change title from Campus Space Targets to Campus Requests and Proposed Targets.
  - b. Recommendation Space Targets: add date requested field
  - c. Recommendation Space Matrix: add a field to note room condition including pictures. Discussion: We will work on a categorization plan to address this request.

- d. Recommendation Space Matrix: add information on design of space – what use was it is designed to support.
- e. Recommendation Space Matrix: add a tab sorted by space type rather than by building.
- f. Action Item: Provide the information sheet on building condition that was given to Office of the President during their recent visit to campus. This will provide information on potential renovations/improvements to campus facilities.
- g. Discussion: Is there available space in Student Services building? We are working with BKM to look at options to feasibly add workstations in the building which may open up some possibilities. We need to remain cognizant of the desire to keep the second floor an area of low student traffic.

## **2. Discussion on Committee Roles and Information:**

General discussion regarding improving the USC process and operations to ensure it is meeting the needs of the members and UCR. Topics included the following but members are encouraged to email Gerry with additional comments or concerns.

- i. Discussed campus capital project data and metrics provided to committee.
  - a. Information requests
    - i. Provide detail for all Organizations
    - ii. Provide a table breaking out research space types by College
    - iii. Provide a table showing ASF by faculty/staff/students by Organization
    - iv. Provide information on student lounges. Noted this is not a current specific room use type but we will look at which additional room uses we want to add to the system and ask users to update.
  - b. How will the campus accommodate anticipated growth?
    - i. Action Item: Provide the 2018- 2028 Ten Year Capital Financial Plan (CFP) which shows the campus priorities and anticipated funding for Capital projects.
    - ii. Recommendation: move units off campus into leased space when possible

## **3. Request for space Planning, Design, and Construction: For Building Code and Fire and Life Safety use.**

- I. Reviewed the request for available office space in the Telephone building. **Recommendation to approve.**

## **4. Review of Standard Space Policies (4<sup>th</sup> draft)**

- i. Began review of 4<sup>th</sup> draft. Recommendations will be included in the next draft document to continue review and comments will also be requested via email.

#### **5. Next Meeting:**

The next meeting is scheduled for April 18, 2019. We would like to walk the vacant Sproul Hall space and discuss the timing and process for a call to campus to request MRB and SOMR released space. Following the walk through we will continue the meeting in Sproul 4128. An agenda with additional information will be sent prior to the meeting.

#### **6. Future Meeting Topics:**

- Costo Hall space
- Options for re-use of MRB released space