

MEETING NOTES

PROJECT	University Space Committee (USC)	MEETING DATE	May 16, 2019
LOCATION	Hinderaker 0154	AUTHORS	Sharyl Murdock / Liz Perez Space Management
ATTENDEES			
Members	Gerry Bomotti (co-chair)	Vice Chancellor for Planning and Budget	
	Veronica Ruiz	Chief Financial Administrative Officer	
	Georgianne Carlson	Business Administrative Services /Auxiliary Services	
	Maggie Souder	College Facility Manager Representative	
	Richard Arnott	Faculty Representative 2	
	Susan Marshburn	Facilities Services Representative	
	Gillian Wilson	VCRed Representative	
	Ashok Mulchandani	Faculty Representative 3	
	Jose Wudka	Faculty Representative 1	
	Cathy Eckman	Designee for Student Affairs	
Staff	Sharyl Murdock	Space Management	
	Elizabeth Perez	Space Management	
DID NOT ATTEND			
Members	Cynthia Larive (co-chair)	Provost and Executive Vice Chancellor	

1. **Discussion of Call Letter** – recommendation to approve.

2. **Review of Proposed Targets / Space Matrix** Reviewed all items on the Space Requests and Proposed Targets list.
 - i. Request to add status on the progress of request such as “on hold” or “in progress”

3. **Campus Space Metrics** - the document contains information at the campus and organization levels.

- a) Request to share the metrics on all colleges for their reference / record. This information will be provided for review at the June USC meeting based on the recently completed spring space survey data.
 - b) Concern on the data not being accurate because departments may categorize spaces in different ways. Space Management will continue to perform physical reviews of space on campus to help reduce coding inconsistencies.
- 4. Standard Campus Space Policies** – Completed review of the draft document. The updated document will be sent for final review at the June USC meeting.
- 5. Next Meeting:** The next meeting is scheduled for Thursday June 20, 2019.
- 6. Future Meeting Topics:**
- Monthly review of Space Requests and Proposed Targets document
 - VCSA space request
 - Cryo-TEM space request (if required)