

MEETING NOTES

PROJECT	University Space Committee (USC)	MEETING DATE	September 19, 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	
	Deborah McWilliams	CNAS Liaison	
	Rodolfo Torres	VCRed Representative	
	Jose Wudka	Faculty Representative 1	
	Jane Ward	Faculty Representative 2	
	Cathy Eckman	Designee for Student Affairs	
Staff	Sharyl Murdock	Space Management	
	Elizabeth Perez	Space Management	
DID NOT ATTEND			
Members	Thomas M. Smith (co-chair)	Interim Provost and Executive Vice Chancellor	
	Susan Marshburn	Facilities Services Representative	

1. Introduction of new members: Jane Ward and Rodolfo Torres

Brief introduction of the USC goals for new members:

- a) USC looks at allocation of core campus space
- b) USC invites those who have interest in the space to discuss their requests
- c) USC gives recommendations to the Provost
- d) MRB is not in the USC portfolio. It has its own space committee but is also under the Provost's purview.

2. Call Letter Presentation: Request for Arts Building rooms 0053 & 0054

CHASS: Milagros Pena (Dean), Cindy Williams (Associate Dean & CFAO), Kiril Tomoff (Associate Dean of Arts & Humanities)

- a) There was an agreement made 2 years ago between CHASS and the University Librarian that the Music Library space will be released back to the Music department. The materials that are in these rooms are in

danger of flooding and there will be greater accessibility in the main library.

- b) The department was awarded lottery funds to allow the Music department to purchase 24 keyboards that can be used for small and large group settings
- c) A piano lab infrastructure will benefit the curriculum and the students. The focus is primarily on music majors but all students can use the space and take classes
- d) The goal is to have practice rooms be generally accessible and open for as long as possible for student use

The Committee will submit this request to the provost for recommendation.

- 3. Presentation:** Discussion on the Student Services Building sensitivities for assignment of the new cubicles on the 2nd and 3rd floor. There will be 14 new cubicles available, 6 on second floor and 8 on third floor.

LaRae Lundgren (AVC of Enrollment Management)

- a) SSB first floor is split between three departments: Highlander One Stop Shop, Student Affairs, and Campus Tours. The first floor is more public and students are able to come in as they need.
- b) SSB second floor has very confidential materials and if students need to go up to the second floor they will need to be escorted and taken to a room to meet with a counselor. Departments include Financial Aid, Registrar, and TRIO programs.
- c) SSB third floor also has confidential materials and students are escorted if they have an appointment with a counselor regarding Undergraduate Admissions. Departments also include AVC Enrollment, VC PB&A, and Student Affairs Communications.
- d) 2nd and 3rd floor are not public areas and would be best suited for business operations or groups who don't have a lot of student or public interaction.

The Committee will put out a call letter and note the sensitivity and privacy need for these available spaces (having the draft run by the USC prior to finalization). The space call letter will also note that we will accept both temporary and long term use requests. The Committee will invite LaRae back as an advisor once the requests come in for discussion.

- 4. Discussion:** Space Requests and Proposed Targets document
- New request for R'SSC in Intellicenter.

- Visualization Lab – still looking for a location as this function has unique needs.

5. Information: Temporary Space Assignments

Pierce Hall is currently under renovation.

- a) 2 rooms in Pierce Hall have been temporarily reassigned from CNAS to help accommodate short term moves within the building. The space will go back to CNAS in June 2020.
- b) Other rooms being held for the Batchelor renovation may be used for temporary Pierce accommodations as needed.

Physics

- a) CNAS will be renovating some space in the Physics building this fall. One of the rooms being held for the Batchelor project will be used by CNAS this fall to accommodate occupants of the spaces undergoing renovation.

6. Next Meeting: November 21, 2019 – we will not have a meeting in October

7. Future Meeting Topics:

- Intellicenter space requests
- Discussion – how are graduate student spaces assigned in the Colleges