MEETING NOTES

PROJECT	University Space Committee (USC)	MEETING DATE	July 15, 2021
LOCATION	Zoom	AUTHORS	Sharyl Murdock / Liz Perez Space Management

ATTENDEES			
Members	Elizabeth Watkins	Provost (Co-Chair)	
	Gerry Bomotti	Vice Chancellor for Planning and Budget (Co-Chair)	
	Jose Wudka	Faculty Representative 1	
	Brendan O'Brien	Vice Chancellor for Student Affairs (or designee)	
	Cheryl Gerry	Chief Financial Administrative Officer representative	
	Paul Richardson	College Facility Manager representative	
Staff	Sharyl Murdock	Space Management	
	Elizabeth Perez	Space Management	

DID NOT ATTEND			
Members	Jane Ward	Faculty Representative 2	
	Rodolfo Torres	Vice Chancellor for Research and Economic Development designee)	
	Veronica Ruiz	Business Administrative Services /Auxiliary Services representative	
	Jacqueline Shea Murphy	Faculty Representative 3	
	Monty Anderson	Interim Representative from Facility Services	

1. **Capital Projects Presentation:**
   - Most of these projects have specialized space and would not fall under the purview of the USC for assignment at this time. The USC focus is on core campus space. One project that will release space is the School of Business building. Business will release office space in Olmsted once the new building is complete and this committee will look at reassigning that space.

2. **Discussion of Core Campus Space Summary (report link:** https://usc.ucr.edu/sites/g/files/rcwecm1446/files/2021-05/CORE%20CAMPUS%20SPACE%20SUMMARY%20SPRING2021.pdf)
   - These reports are based on FMS data following the two survey periods, fall and spring. With so many people out due to Covid, the spring 2021 survey had limited response.
   - The report contains some general information including age of buildings and summary of space by organization (total square feet and space use categories), and comparisons of space by type between organizations. The comparisons can be used when reviewing space requests, however most of the organizations have similar amounts of space per person.
   - Summaries are also available for each organization
   - Several years ago we identified that many people had multiple offices. These instances were reviewed and many duplicate offices were released.
   - Space Management reviews space and looks for opportunities to re-purpose space in support of campus priorities. For instance, the Student Services building was furnished with very large cubicles. The campus was able to make some minimal changes to the existing furniture to create twelve new cubicles in the building.
   - Each committee member should bring forward any ideas they have and suggestions to best support the university, and also share this information within their organizations for more feedback and ideas.

3. **Target List**
   - Olmsted - Business requested additional office space for some of their faculty prior to Covid and that request was never completed. These spaces are currently on temporary assignment to CHASS departments. CHASS is reviewing the utilization of these spaces in an attempt to return the spaces to campus, and will report back to Space Management prior to the next meeting.

- It may make sense to wait on any decisions to see if there will be hybrid modes that will free up spaces – we will check the School of Business on this issue.
- There is a procedure on the website for submitting a request for space through this committee. https://usc.ucr.edu/space-requests

4. **General:**
   - Does the committee have any additional data that you would like to see?
   - Space is one of the most sensitive issues on campus. None of our units have too much space so we have to look at campus priorities to help guide assignment recommendations.
   - FMS is outdated. ITS has approved an FMS upgrade as a project and the process will begin shortly. Sharyl will periodically update the committee on the progress of the project.
   - We have control on how to categorize our space in FMS. At a future meeting we can discuss if we think there are additional space types we should be tracking.

5. **Future Meeting Topics**
   - FMS coding – are there additional space types we would like to track?
   - Batchelor project information
   - FMS upgrade updates
   - Space Procedures and Guidelines