

MEETING NOTES

PROJECT	University Space Committee (USC)	MEETING DATE	February 20, 2020
LOCATION	Hinderaker 0154	AUTHORS	Sharyl Murdock / Liz Perez Space Management
ATTENDEES			
Members	Veronica Ruiz	Chief Financial Administrative Officer Representative	
	Maggie Souder	College Facility Manager Representative	
	Deborah McWilliams	CNAS Liason	
	Susan Marshburn	Facilities Services Representative	
	Jose Wudka	Faculty Representative 1	
	Rodolfo Torres	VCRed Representative	
	Jacqueline Shea Murphy	Faculty Representative 3	
	Cathy Eckman	Designee for Student Affairs	
Staff	Sharyl Murdock	Space Management	
	Elizabeth Perez	Space Management	
DID NOT ATTEND			
Members	Gerry Bomotti (co-chair)	Vice Chancellor for Planning and Budget	
	Thomas M. Smith (co-chair)	Interim Provost and Executive Vice Chancellor	
	Georgianne Carlson	Business Administrative Services /Auxiliary Services	
	Jane Ward	Faculty Representative 2	

1. **Introduction of Call Letter Presentations:** - documentation provided by requestors was sent to committee for review prior to the meeting. Represented units were given time to provide additional information and answer questions from the committee.
 - a) **Business:** Kennett Lai (Asst Dean & CFAO)
 - i. Business requested space in Olmsted Rooms 2319, 2320, 2321, & 2322. Business is assigned to all of the space surrounding these four rooms.
 - ii. Kennett had questions on how often these rooms were utilized and wanted to bring it to USC to find out if these offices could become available for his department.
 - iii. Business anticipates (3) July 1st hires and will potentially have another (3) coming soon.
 - iv. In the Business organization there are associate deans working in small offices with no windows and staff working in the basements.

- v. Plan B would be to move more staff out of offices and create more cubicle spaces by converting a conference room. This does not fully solve the problem.
- b) **CHASS:** Milagros Pena (Dean), Cindy Williams (Asst Dean & CFAO), Sang-Hee Lee (Associate Dean), Kiril Tomoff (Associate Dean of Arts & Humanities)
 - i. Olmsted Rooms 2319, 2320, 2321, & 2322 were assigned to CHASS in 2017. Three rooms are occupied by Anthropology, Sociology, and Dance departments, and the fourth is in transition to allow VP Kalu an office in the Political Science department as he is stepping down from his VP appointment.
 - ii. There is a crunch for space at CHASS and they have split offices to add cubicles. If space is taken away from CHASS, they will come back to committee to request space next month.
- c) **Discussion on USC Recommendations to the UCR Provost**
 - i. The CHASS spaces in Olmsted were a temporary assignment by previous Provost Larive. This decision was made with the anticipation of future growth for Business and their need for space. This temporary space allocation did not have a specific deadline. The assignment letter stated in part: *"The rooms are assigned as-is and are available immediately. Please note this is a temporary assignment and the space may be reassigned as part of a future space reallocation to create better adjacencies."*
 - ii. When comparing CHASS and Business in the Space Data for Fall 2019 report, Space Management noted that they are both very similar when it comes average asf / station in most categories.
 - iii. The committee noted that departments should identify available spaces prior to hiring. The Budget Call Letter does have a line item now that addresses space needs. Departments should not request space because they failed to plan for their needs.
 - iv. Members suggested one option is for the campus to lease more space to accommodate people who don't need to be on core campus, although this may not be financially feasible.
 - v. Committee agreed to hold off on making a decision until they walk both spaces from Business and CHASS to get a better understanding of their current space utilization and potential options.

2. Next Meeting – the next meeting is scheduled for March 19, 2020.

3. Future Meeting Topics:

- i. Discuss potential criteria for future space recommendations.

- ii. Discuss GO Bond results and what it means for UCR