# MEETING NOTES

| PROJECT | University Space Committee (USC) | MEETING DATE | September 16, 2021 |
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| LOCATION | Zoom | AUTHORS | Sharyl Murdock / Liz Perez Space Management |

| ATTENDEES | | |
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| **Members** | Elizabeth Watkins | Provost (Co-Chair) |
| | Brendan O'Brien | Vice Chancellor for Student Affairs (or designee) |
| | Jose Wudka | Faculty Representative 1 |
| | Josh Bright | CIO |
| | Cheryl Gerry | Chief Financial Administrative Officer representative |
| | Veronica Ruiz | Business Administrative Services /Auxiliary Services |
| | Paul Richardson | College Facility Manager representative |
| | Monty Anderson | Interim Representative from Facility Services |
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| **Staff** | Sharyl Murdock | Space Management |
| | Elizabeth Perez | Space Management |
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| **DID NOT ATTEND Members** | Jane Ward | Faculty Representative 2 |
| | Rodolfo Torres | Vice Chancellor for Research and Economic |
| | Jacqueline Shea Murphy | Faculty Representative 3 |
| | Gerry Bomotti | Vice Chancellor for Planning and Budget (Co-Chair) |

1. **Introduction**
   - Welcome Josh Bright to the committee
   - CHASS and Business deans had a meeting regarding the February 2020 space request and CHASS Dean Daryl Williams will be looking into this. Discussions indicated there is no significant need for the move this fall, but CHASS is reaching out to department chairs to see what can be done to release these offices. Hopefully this will be resolved between the deans without bringing the issue back to the committee.

2. **Review of Space Request Process** – the process was reviewed as outlined on the USC website.

3. **Space Evaluation Discussion**

- Central campus is not holding vacant space, except for some labs for temporary use by the Batchelor renovation project, so assigning space means taking away space from someone else.
  - Per a recommendation, Space Management will update the USC website so campus units understand space is not generally available.
- One option to reduce the need for office space is for the campus to promote continued remote work or hybrid work that results in workspace sharing (when feasible).  Many staff have requested continued remote and hybrid work so this may be a good opportunity to provide an office space solution.  USC can come up with recommendations to help units review their space.
- USC receives space requests for both faculty and staff offices, but a higher number of requests for faculty.  This is likely due to the fact that staff more often works in shared spaces and faculty are assigned private offices most of the time.
  - There are students and staff working in small spaces while there are large faculty offices across the hall that are closed and most likely not being used often that causes some frustration.
- Maybe USC can come up with a pilot program to promote more desk sharing with willing participants – perhaps emeritus faculty would be willing to volunteer to share since they are not on campus that often.  Committee members recognize that bringing these ideas up to faculty would probably not be received well but we should ask everyone to be part of the solution.
- Students and parents notice the lack of student space on campus.  Can space be reprioritized?
- Is there a possibility to move those who do not need to be in core space off campus?  The committee understands there is a lease cost to do that.
- There is no plans for future office buildings or new office spaces in the near future other than SOM and Business projects that will have a few offices.  The new SOM building will release leased space but the Business building will release some offices in Olmsted that can be reassigned to other campus units in a few years.
- Departments need to evaluate their space before hiring.
- Can conference rooms be repurposed since we are now capable of having all meetings online? Hybrid mode for conference spaces needs to be reviewed and we will likely learn more this quarter as more people return to campus.  It may be more difficult to have some people in person and some online.
- Units should evaluate their space based on lessons learned during the last 18 months.  For instance, perhaps a number of student-facing services, such as advising, could continue providing online services to free up some offices.

- Many units are just coming back to campus and will need the fall quarter to assess their space needs.  The committee should continue to discuss ideas and recommendations that could be shared with campus later in the year.

4. **Future Meeting Topics**
   - USC should eventually gather data on staff/faculty who will be working remote to be able to make recommendations on shared space
   - ITS is looking into different models from campuses throughout the UCs. UCI and Berkeley have implemented hybrid models that are being tested out
   - Will wait for CHASS and Business decision on space request