

Space Planning Advisory Committee (SPAC)
Draft Meeting Minutes
March 22, 2024

Members Present: Jennifer Sorenson, Sabrina Leman, Eric Chan, James Trotter, Jenna Aguirre, Joselyn Yap, Robin Phillips, Molly Springer, Monica Alejandre, Thomas Long, Dorothy Chen-Maynard, Arianna Huhn, Patrick Bungard, Maria Munoz, Diego Rendon

Members Absent: Bryan Haddock, Edna Martinez

Guests/Alternates: Mark Agars, Avi Rodriguez (for Edna Martinez), Paola Lima

Meeting Start Time: 8:00 a.m.

Agenda Items

1. New Committee Members
2. October 5, 2023 Meeting Minutes
3. Building 19 Renamed Alumni Center (Information Item)
4. Infant Toddler Lab School Shade Structure (Information Item)
5. Geology Rock Shed Outdoor Expansion (Information Item)
6. ICDFR Request for Chaparral Hall 110 and 144 Suite
7. Black Scholars Program Space Request
8. Items by Committee Members

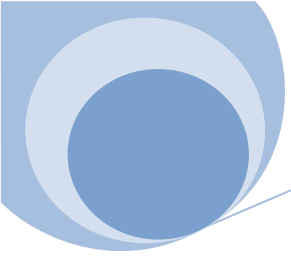
1. New Committee Members

- Sorenson introduced new voting members Robin Phillips (Human Resources) and Arianna Huhn (Faculty Senate); and support member Edna Martinez (Palm Desert Campus).
- Sorenson summarized of the charge of SPAC as an advisory committee that provides recommendations to the President’s Cabinet on campus space use. Divisional space committees are charged with first reviewing and approving space changes and requests before they are brought to SPAC.
- Huhn inquired about information regarding the space request process for the benefit of new members. Discussion related to presentation of new requests and tracking unresolved requests consolidated and moved to Item 8.

2. October 5, 2023 Meeting Minutes

- Minutes approved.

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3. Building 19 Renamed Alumni Center (Information Item)
 - Sorenson confirmed that Santos Manuel Student Union East is now officially renamed Alumni Center. Alumni Relations and Annual Giving within the Division of University Advancement have begun occupying the entire ground floor of the building. The Staff Development Center will be expanding into the annex building rooms 107 and 107A.

4. Infant Toddler Lab School Shade Structure (Information Item)
 - This is an information item only as requests unrelated to space allocation are not typically brought to SPAC.

 - Chan informed the committee the Infant Toddler Lab School (ITLS) has requested construction of a shade structure in the larger play yard to meet licensing requirements. Facilities Planning, Design and Construction (FPDC) will provide ITLS with a preliminary cost estimate.

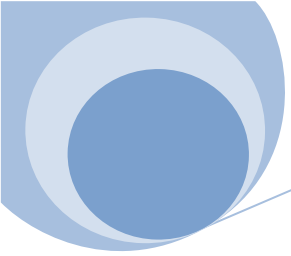
5. Geology Rock Shed Outdoor Expansion (Information Item)
 - This is an information item only as requests unrelated to space allocation are not typically brought to SPAC.

 - Chan informed the committee the departments of Geology and Anthropology have requested construction of an outdoor sample processing area next to the existing rock shed. FPDC is exploring options.

6. ICDFR Request for Chaparral Hall 110 and 114 Suite
 - Chan introduced the item by showing where the Institute for Child Development and Family Relations (ICDFR) currently occupy space in Faculty Office Building #157-181 with #177 being a shared conference room.

 - ICDFR also occupies FO-105, 106, and 204 and would vacate those rooms if this request is approved. These spaces would be re-assigned as Psychology and History faculty offices.

 - Mark Agars, Faculty Director for ICDFR, spoke to the request for the soon-to-be vacated University Advancement space in Chaparral Hall #110, 114, 114A and 114B. This space will allow ICDFR to centralize the operations staff and provide an open office bullpen for student researchers and program coordinators. The Faculty Director is also operating out of his office and would need a dedicated office for this program.



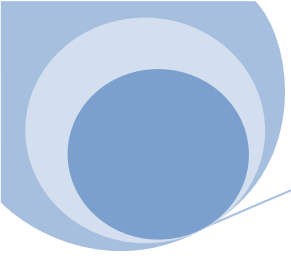
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- Agars spoke to the frequency that this space would be in use. The two offices would be for full-time staff during normal working hours. Student researchers and coordinators would be in and out of the suite as some work offsite at local schools. The space will not be used for public classrooms or training. Smaller meetings with community agency partners would be held in the suite.
- Sorenson explained that this space has recently become available and, with this being the first and only request for the space, SPAC would likely vote at its next meeting in the Fall. Not all divisions may be aware of the availability of this space.
- Agars emphasized the need for the space, or a decision regarding the space, as soon as possible as two new hires will start soon. If this space request will not be approved soon, ICDFR will need to look at alternative options for their operations.
- Molly Springer suggested that Agars reach out to UEC to see if they had any temporary space for rent.
- Sorenson responded that SPAC may need to re-convene before the end of the Spring semester or hold an electronic vote on this item.

Action: This item will be continued to the next scheduled meeting, potentially before the end of the Spring 2024 semester.

7. Black Scholars Program Space Request

- This item is a carryover from previous meetings as space has not been identified to fulfill the request.
- The Black Scholars Program has been renamed the Office of Black Student Success. It is temporarily housed in COE 367 and 369 and a permanent space has not been identified yet. The program has requested one advising office, a mentoring office with 3 workstations, a conference room, a reception area, and a copy-storage area.
- Springer reiterated the justification for the request as there have been student concerns about the current temporary location and the lack of adequate space. Recruitment is ongoing for a new Director for the program.



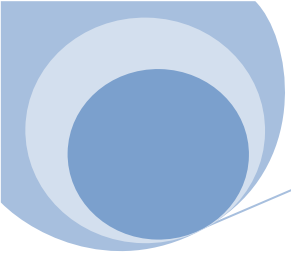
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- Chen urged the committee to consider dedicated conference rooms that are shared between these types of programs. Springer concurred if there were centralized conference rooms that could be shared.
- Discussion related to presentation of new requests and tracking unresolved requests consolidated and moved to Item 8.

8. Items by Committee Members

(Consolidated Discussion Related to Request Process and Unresolved Requests)

- Huhn asked if there are resources for new members that outline the space request process and the role of SPAC.
 - Sorenson described the SPAC website and the availability of the University Space Policy and previous meeting minutes.
 - Chan detailed the space request process before it comes to SPAC as an action item:
 - a) Requestors must submit a Space Request Form, for changes in use of space, or a Project Proposal Form, for changes in use of and physical improvements to a space, to their respective divisional space committee for approval. This ensures Deans and Vice Presidents are support the reallocation of space and the use of financial resources, if any, to implement the request.
 - b) Divisional SPAC representatives will forward the completed form to Sorenson and Chan for initial review and to determine if SPAC review is required per the University Space Policy.
 - c) FPDC will contact the requestor and their respective divisional SPAC representative to ask questions in order to adequately present the item at the next SPAC meeting.
- Huhn asked for the director of these new and old space requests to attend SPAC meetings to answer questions that committee members may not know the answers to so that the committee can make an informed decision.
 - Related to the items discussed at this meeting, Agars is the director for ICDFR and Springer oversees the Office of Black Student Success.



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- Chan responded requestors are always invited to speak at SPAC meetings to introduce new requests. Divisional representatives are able to speak to ongoing unresolved space requests at subsequent meetings.
- Aguirre stated that departments are welcome to speak at the Academic Affairs Space Committee (AASC) meetings and will remind the College Associate Deans, who are AASC members, of that.
- Huhn asked if more information on requests previously presented is available for the committee's review.
 - Chan can send previously-presented material on old requests to the committee prior to each meeting. Original request forms are not sent to the committee for review as the information submitted can, at times, be unclear.
 - Chan can adding a running list of unresolved old space requests to each meeting agenda so committee members are aware of them when considering action on new business. The specific meeting(s) dates these items were presented at can also be added to the list to aid committee members in locating relevant material and meeting minutes to review in advance of SPAC meetings.
 - Chan will look to further develop the SPAC website to included information on process and space priorities for the benefit of new members and transparency.
- Chan mentioned the newly formed Division of Human Resources will need to form a divisional space committee to review space and project requests before they are submitted to FPDC and SPAC.

Meeting Adjourned: 8:55 a.m.