| Campus Planning and University Space Advisory Committee |
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Meeting Minutes

January 9, 2024 (2pm to 3pm) – Virtual Zoom Meeting

1. Call To Order/Announcements / General Information
2. D. Twedell called the meeting to order at 2:00 p.m.
3. Roll Call
4. Approval of Meeting Minutes (December 12, 2023) - Draft meeting minutes were provided to the Committee via email prior to the meeting. D.Twedell solicited approval. M. Ogg approved and motion seconded by L. Krier
5. Approval of Agenda - The Agenda was provided to the Committee via email prior to the meeting. D.Twedell solicited approval. M. Ogg approved and motion seconded by S. Pettit
6. Meeting Schedule for AY23/24 - Monthly - Every 2nd Tuesday, 2:00 pm - 3:00 p.m.
7. Old Business:
   1. Space Moves/SFDB Management
      1. P. Couret solicited feedback on the Space Moves/SFDB Management program that was reviewed at the last meeting.
         1. L. Krier asked if occupancy changes require Provost/VPAA & VPAF/CFO approval if it is within the same department/division. P. Couret mentioned that the VPAA and VPAF are looped in as part of the process for informational purposes. Notification of occupancy changes will be updated in the SFDB for reporting purposes when the Facility [Facility Space Change Request form](https://app.smartsheet.com/b/form/279208cc30634e848b0568f96979d717) is submitted.
         2. L. Krier asked if furniture changes are required to go through the program. D. Twedell mentioned it is only required if associated with space or occupancy changes.
      2. M. Ogg mentioned a space change in discussion regarding Schulz 24-hour computer lab from the IT wing to the Library wing for safety and security. Currently the 24-hour computer lab is used primarily in the night hours. The library has extended hours and lockers can be used to issue laptops. There will be signage posted to redirect users to the new location and message through social media prior to spring semester regarding the change. There is an active discussion on exploring opportunities for the vacated space. Once determined, it will be brought forward to CPUSAC to review.
         1. M. Angelica requested if the message sent could be directly targeted to students. M. Ogg reported that the Associated Students President has been involved in the messaging.
8. New Business:
   1. None

Meeting adjourned at 2:13 p.m.

Future / Ongoing Topics

1. Academic reorganization (April)
2. Campus Master Plan Signage
3. Kinesiology & Athletic Master Plan Review
4. CPDC Current Project List Update
5. Ives/Nichols Feasibility Assessment (In Progress)
6. Art/Carson Feasibility Assessment (pending)
7. Multi Year Capital Outlay Draft Review FY24/25 - APRIL

***CHARGE TO COMMITTEE***

*This committee is advisory to the Provost and the Vice President for Administration and Finance. They are charged to develop and implement processes and procedures for managing campus space and facility use. All recommendations should be focused on creating a physical environment on campus where function, aesthetic quality, and physical characteristics are blended to create a desirable and inspirational atmosphere for students, faculty and staff. Areas of review include, but may not be limited to, selection of sites for new buildings and other facilities on campus, review of Sonoma State University's five-year Capital Outlay Program submission, the assignment of space, building and renovation plans, alteration to the campus grounds, campus planning and design standards, and the prioritization of minor and major capital requests. The work done by this committee will provide recommendations to the Provost and the Vice President of Administration & Finance for consideration of, regarding resource planning for physical facilities projects, improvements, and additions.*

***COMMITTEE CORE VALUES:***

* *Promote Transparency*
* *Maintain a membership that is inclusive of a broad range of campus constituents*
* *Arrive at recommendations through a collaborative process*

***ACTIONS & PRIORITIES***

* *Review incoming space need requests*
* *Method for determining recommendations to the President*
* *Review requests for space renovation projects that involve a change of use and/or change of occupancy*
* *Review and recommend the five (5) year capital plan for Sonoma State University (Annually)*
* *Develop sub-committees as necessary to develop and manage CPUSAC policies and processes (Ongoing)*

***REPORTS TO:***

* *Provost/Vice President for Academic Affairs & Vice President for Administration and Finance/Chief Financial Officer*

***PERTINENT POLICIES****:*

* *Space Allocation and Management*
* [*Space Modification and Renovation*](http://www.sonoma.edu/policies/space-modification-and-renovation)
* [*University Signage*](http://www.sonoma.edu/policies/university-signage)
* [*Construction of New Buildings and/or Structures*](http://www.sonoma.edu/policies/construction-new-buildings-andor-structures)
* *SUAM (State University Administrative Manual, Section 9100 – Five-year Capital Improvement Program*

***COMMITTEE MEMBERS (2023-2024):***

| *NAME* | |  | | | *COMMITTEE POSITION/TITLE* |
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| ☒ | J. Dana Twedell | | | | Facilities Management, AVP (Chair) |
| ☒ | Mike Ogg | | | | Senior Director of Budget and Planning for Academic Affairs (Vice Chair) |
| ☐ | Kamen Nikolov | | | | Green Music Center (designee) |
| ☐ | David Chun/Evan Ferguson | | | | Information Technology, Chief Information Officer (or designee) |
| ☐ | Neil Markley | | | | Sonoma State Enterprises, AVP (or designee) |
| ☒ | Jonathan Smith | | | | Library, Dean (or designee) |
| ☒ | Erin Hunter | | | | REACH, Associate Director of Campus Housing (or designee) |
| ☒ | Anna Reynolds-Smith | | | | Student Affairs, Assistant VP for Student Affairs, Assessment & Strategic Ops |
| ☒ | Jessica Way | | | | Conference & Events, Managing Director of EA Ops & Administration |
| ☐ | Nicole Annaloro | | | | Athletics, Senior Director |
| ☒ | Tyson Hill | | | | Risk Management, Senior Director (or designee) |
| ☐ | Christopher Dinno | | | | Campus Building Official, Chief Planning Officer |
| ☒ | Puspa Amri | | | | Chair of Academic Planning, Assessment & Resources Committee (APARC), Faculty |
| ☒ | Meaghan Smith | | | | Principal Planner/Program Manager, Chancellor’s Office |
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| Appointed: | | |  | |  |
| ☒ | Laura Krier | | | | Academic Senate Representative |
| ☒ | Maya Angelica Betancourt | | | | Associated Student Representative, Student |
| ☐ | Pending | | | | Faculty Representative, elected by the General Faculty |
| ☒ | Sadie Pettit | | | | Staff Council Representative, elected by the General Staff |
| ☐ | Ed Beebout | | | | Dean (appointed by the Provost) |
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| Staff (non-voting) | | | |  |  |
| ☒ | Dennis Goss | | | | University Scheduler |
| ☐ | Vacant | | | | Campus Planning, Director of Campus Planning, Design, & Construction |
| ☒ | Patty Couret | | | | Facilities Management, Director of Business Services (or designee) |
| ☐ | Jenifer Barnett | | | | Contracts & Procurement, Managing Director |
| ☒ | Jennifer Sanchez | | | | Sustainability, Director |
| ☐ | TBD | | | | Staff appointed by the Chair/Vice Chair to support the committee |
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