| Campus Planning and University Space Advisory Committee |
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Meeting Minutes

March 12, 2024 (2pm to 3pm) – Virtual Zoom Meeting

1. Call To Order/Announcements / General Information
2. D. Twedell called the meeting to order at 2:03 p.m.
3. Roll Call
4. Approval of Meeting Minutes (January 9, 2024) - - Draft meeting minutes were provided to the Committee via email prior to the meeting. D.Twedell solicited approval. J. Way approved and motion seconded by C. Dinno
5. Approval of Agenda - The Agenda was provided to the Committee via email prior to the meeting. D.Twedell solicited approval. S. Petit approved and motion seconded by C. Dinno
6. Meeting Schedule for AY23/24 - Monthly - Every 2nd Tuesday, 2:00 pm - 3:00 p.m.
7. Old Business:
   1. None
8. New Business:
   1. Multi-year Capital Outlay
      1. C. Dinno provided an overview of the Multi-year Capital Outlay Program - the submission is a request for funding. The Chancellor’s Office collects all CSU campus’ requests and prepares it in one report to submit to the Board of Trustees (BOT) in May. SSU’s submittal is primarily infrastructure improvements ([Attachment A](https://documentcloud.adobe.com/gsuiteintegration/index.html?state=%7B%22ids%22%3A%5B%221n2eFVRDyNASu0CrWQdbOMnB7GdfwcFw6%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22102388411764023217820%22%2C%22resourceKeys%22%3A%7B%7D%7D)).
   2. OPHD/IT Move
      1. D. Twedell reported with the downsizing of our campus due to enrollment, the campus will need to contract physical space with the expectation that the campus will expand when enrollment increases.The buildings under review are Ives, Carson, Nichols, and International Hall. OPHD may move from International Hall to Schulz First Floor. The IT computer help lab may relocate to Schulz 1st floor north and 2nd floor and Stevenson 2nd floor alcoves. There will be more discussions on this project before it gets approved to move forward.
         1. J. Smith requested consideration of moving computers and the furniture arrangement as the Library had planned space layout with the intention of additional computers if needed. Has some concerns as to program change of the space/
         2. S. Petit inquired about the number of seats for the IT computer help lab. D. Twedell mentioned that there will be 8-16 computers and will track usage to determine if additional computers will be needed.
         3. A. Reynolds Smith requested clarification of the computer labs in the new locations. D. Twedell confirmed that there will be computer labs in both Schulz and Stevenson.
         4. D. Goss inquired if it is necessary to add more since Stevenson has three computer labs (1109, 1111, 1208) and if they are not in use, students have access to them. It needs to be verified if the schedule is posted on 25Live for students to know if it is available.
         5. J. Smith suggested Schulz 2050 for additional lab space since the library plans to have it an open space and it already has network hook-ups.
         6. S. Petit mentioned that at a recent student leadership meeting, Stevenson Hall was the focus of discussion regarding the availability and access to the building. D. Goss reported that the building is locked over the weekend.
         7. A. Reynolds Smith suggested engaging students for feedback. M. Ogg reported that this has been discussed with the AS President, who reviewed with AS Senate. At the time, there was discussion about adding more computers, but with CPUSAC’s discussion it warrants a revisit with student leadership.
      2. Space Moves
         1. Cabinet is requesting feedback regarding moving CCE to Salazar second floor cubicles on the Academic Affairs section from Salazar first floor. Alumni Office will backfill this space to create a storefront for the program and improved engagement with campus community.
            1. S. Petit shared that this opportunity could be a satellite of the bookstore to sell merchandise through the Alumni Office.
            2. C. Dinno shared it was a good idea with identifiers and branding to showcase it.
         2. Center for Environmental Inquiry (CEI) received a significant grant and has a need for more space. The proposal is to move CEI from Schulz 3rd floor to Salazar first floor with Office of Research and Sponsored Programs (ORSP). CEI will also be near the Center for Teaching and Educational Technology (CTET). EdEon will backfill Schulz 3rd floor.
            1. No comments.

Meeting adjourned at 2:44 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* |
| --- | --- | --- | --- | --- | --- |
| ☒ | 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 |
| ☒ | Young Min Chun | | | | Faculty Representative, elected by the General Faculty |
| ☒ | Sadie Pettit | | | | Staff Council Representative, elected by the General Staff |
| ☐ | Ed Beebout | | | | Dean (appointed by the Provost) |
|  |  | | | |  |
| 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 |
| ☒ | Roger Hess | | | | Energy Manager |
| ☒ | TBD | | | | Staff appointed by the Chair/Vice Chair to support the committee |
|  |  | | | |  |