| Campus Planning and University Space Advisory Committee |
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Meeting Minutes

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

1. Call To Order/Announcements / General Information
2. D. Twedell called the meeting to order at 2:01 p.m.
3. Roll Call
4. Approval of Meeting Minutes (March 12, 2024) - Draft meeting minutes were emailed to the Committee before the meeting. D. Twedell solicited approval J. Way approved and motion seconded by C. Dinno
5. Approval of Agenda - The Agenda was emailed to the Committee prior to the meeting. D.Twedell solicited approval. P. Couret approved and motion seconded by T. Hill
6. Meeting Schedule for AY23/24 - Monthly - Every 2nd Tuesday, 2:00 pm - 3:00 p.m.
7. Old Business:
   1. OPHD/Computer Lab Update OPHD relocation is pending budget approval. M. Ogg reported an update on the computer lab. An assessment of computer labs at Schulz and Stevenson determined a total of 225 computers available to students and there is no demand to add eight (8) computers. Signage will be posted for students to access and will continue to monitor usage and assess needs regularly. J. Smith suggested signage for the 24-hour computer lab to reflect the building hours.
8. New) Business:
   1. Academic Affairs Reorganization (Jennifer Lillig)

J. Lillig reported that move planning will begin in October with a target to relocate individuals in Summer 2025. The Administrative Managers are mapping out where individuals may relocate. It is anticipated that the biggest moves will be Nichols and Carson. Move plan will be coordinated with IT and Facilities Management by May 2025. D. Twedell asked about the number of moves. J. Lillig reported that there is a budget for approximately sixty (60) moves. There are some requests to move in Summer 2024 but is sending out a survey to gather information. More information will be available in November 2024. A second edition of the catalog will be published for students to have the correct information. K. Purdy is working on temporary signage for way-finding which will be installed in buildings by July 1, 2024.

* 1. Salazar Signage (Kelsey Moss)

K. Moss presented on “Paint the Campus Blue” campaign which is to bring school spirit and solve the issue of locating campus services ([Attachment A](https://documentcloud.adobe.com/gsuiteintegration/index.html?state=%7B%22ids%22%3A%5B%221vpRtOFMBou-RH8Gir-qhF65GohF1jvPi%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22102388411764023217820%22%2C%22resourceKeys%22%3A%7B%7D%7D)). The project will be completed in 3 phases - using Salazar Hall as the test pilot; Phase 1; main corridor at the east entrance which will be used as a test pilot, Phase 2, stairwell and north and south entrances, Phase 3; first floor classroom wing.

1. S. Petit expressed support for this project and asked if signage is only for the first floor? D. Twedell mentioned that this project is proceeding with caution before extending it to the entire campus - further discussion is needed if SSU emblems will be incorporated and addressing exterior glass storefront (similar to the Welcome Center). As part of the campus signage master plan, exterior way finding is included, which is currently in progress.
2. J. Sanchez mentioned that updated signage will be extremely helpful - coming as a new member of the campus.
   1. AY 24/25 Potential Topics (D. Twedell)
   2. S. Petit suggested mural update and mentioned it would be an opportunity for student to participate in. D. Twedell mentioned that the Art Committee has disbanded and has not reconvened. The Salazar Plaza remodel is under review - potentially included in this remodel is to create murals and white board areas to reinvigorate Salazar Plaza.
   3. J. Smith raised concern of Stevenson Hall’s 24-hour study hall and mentioned that University Police is aware.

Meeting adjourned at 2:40 p.m.

Future / Ongoing Topics

1. Campus Master Plan Signage
2. Kinesiology & Athletic Master Plan Review
3. CPDC Current Project List Update
4. Ives/Nichols Feasibility Assessment (In Progress)
5. Art/Carson Feasibility Assessment (pending)
6. Multi Year Capital Outlay Draft Review FY25/26 (will be reviewed in AY 24/25)

***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 (2022-2023):***

| *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 |
| ☐ | Dolly Waratoma | | | | Campus Planner, 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) |
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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 |