| Campus Planning and University Space Advisory Committee |
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Meeting Minutes

September 10, 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 (April 9, 2024) - Draft meeting minutes were emailed to the Committee before the meeting. D. Twedell solicited approval T. Hill approved and motion seconded by P. Couret
5. Approval of Agenda - The Agenda was emailed to the Committee before the meeting. D.Twedell solicited approval. L. Krier approved and motion seconded by T. Hill
6. Meeting Schedule for AY24/25 - Monthly - Every 2nd Tuesday, 2:00 pm - 3:00 p.m.
7. Old Business: (None)
8. New) Business:
   1. Academic Year Committee Kick-off

P. Couret reviewed the committee member list and each individual introduced themselves. Committee organization and charge were also reviewed ([Attachment A](https://documentcloud.adobe.com/gsuiteintegration/index.html?state=%7B%22ids%22%3A%5B%221rVc3Dam-DqH-ku3v5DIoMmvRKFIITQ8M%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22102388411764023217820%22%2C%22resourceKeys%22%3A%7B%7D%7D))

* 1. Asset Preservation

D. Twedell reported that the campus has physical facilities for 9,000 FTE, but currently enrollment is approximately 6,000 FTE. Asset preservation (bringing building offline) has been an ongoing conversation for the last 2-3 years. The benefits of asset preservation are reduced operating (utility savings) and maintenance costs. Buildings under consideration are Ives Hall, Nichols Hall, Carson Hall, and International Hall. Each building presents challenges that would need to be evaluated to enter into asset preservation.

* P. Amri requested the specific challenges for each building. D. Twedell reported that each building has special use spaces; Ives Hall - blackbox theatre, Nichols Hall - Nursing program, Carson Hall - labs, and International Hall - Office of Prevention, Harassment, and Discrimination.
* Y. Chun inquired if the residence halls will also go into asset preservation. D. Twedell reported that vacant spaces are used for conferences and events.

Meeting adjourned at 2:20 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 FY26/27 (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* |
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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) |
| ☐ | Evan Ferguson | | | | Information Technology, Chief Information Officer (or designee) |
| ☐ | Neil Markley | | | | Sonoma State Enterprises, AVP (or designee) |
| ☒ | Laura Krier | | | | 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) |
| ☒ | J. Dana Twedell | | | | Campus Building Official |
| ☒ | Puspa Amri | | | | Chair of Academic Planning, Assessment & Resources Committee (APARC), Faculty |
| ☒ | Dolly Waratoma | | | | Campus Planner, Chancellor’s Office |
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| Appointed: | | |  | |  |
| ☐ | Emily Acosta Lewis | | | | Academic Senate Representative |
| ☒ | Madelyn Boyd | | | | Associated Student Representative, Student |
| ☒ | Young Min Chun | | | | Faculty Representative, elected by the General Faculty |
| ☒ | Bonnie Cormier | | | | Staff Council Representative, elected by the General Staff |
| ☐ | TBD | | | | Dean (appointed by the Provost) |
|  |  | | | |  |
| Staff (non-voting) | | | |  |  |
| ☒ | Dennis Goss | | | | University Scheduler |
| ☒ | Patty Couret | | | | 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 |