Campus Planning and University Space Advisory Committee

Meeting Minutes

January 14, 2025 (2pm to 3pm) – Virtual Zoom Meeting

1) Call To Order/Announcements / General Information
   a) D. Twedell called the meeting to order at 2:02 p.m.
   b) Roll Call
   c) Approval of Meeting Minutes (November 12, 2024) - Draft meeting minutes were emailed to the Committee before the meeting. D. Twedell solicited approval P. Couret approved and the motion was seconded by L. Krier
   d) Approval of Agenda - The Agenda was emailed to the Committee before the meeting. D.Twedell solicited approval.L. Krier approved and the motion was seconded by Bonnie Cormier
2) Meeting Schedule for AY24/25 - Monthly - Every 2nd Tuesday, 2:00 pm - 3:00 p.m.
3) Old Business: None
4) New) Business:
   a) Cultural Center/HUB Relocation
      i) D. Twedell reviewed the relocation of the Cultural Center and HUB into Schulz. The proposal is to convert Schulz 1058A from a computer lab to the HUB main area. The surrounding rooms will be dedicated to specific groups feeding into the main area. There will be soft seating to create a space for students to gather.

      ii) D. Goss mentioned a general email to the campus as a reminder regarding the process for space changes so that the committee has the opportunity to review.

   b) Art 108 Space Conversion
      i) P. Couret reported a proposal from the Art Department to align the use of Art 108 to align with their current needs - by converting the general purpose classroom from a lecture to a hybrid computer lab and lecture with their large format

printers in the space. The proposed layout (reference Attachment A) will reduce the occupancy of this room.

(1) D. Goss inquired what the new occupancy is and when this is proposed to occur. P. Couret reported the new capacity would be 24 students plus instructor. If this is approved, funded, and permitted, it will be scheduled. This would be a project that would occur during a summer to minimize disruption.

(2) J. Sanchez Biedermann inquired if there are other labs similar on campus that could meet this need without requiring a space conversion. P. Couret mentioned that this request is to meet the Art department's need. D. Twedell confirmed that there is no other computer lab space within the Art Department and will create a dual function for the department. J. Sanchez Biedermann followed up with Art 102A and its use. D. Twedell mentioned that it has not been decided yet, but the Art Department is evaluating the building to utilize all of its space to better support the students.

c) Crane Creek Trail

i) D. Twedell reported the latest proposal from the City of Rohnert Park that includes the trail going through the campus. The campus' concern is ADA accessibility. The funds that the City of Rohnert Park provides to the campus was for wayfinding signage. The Chancellor's Office assigned architect has been looped in to explore solutions

d) Remaining AY 24/25 CPUSAC

i) Campus Master Plan Signage - tentatively scheduled for February 2025

ii) Multi-year Capital Outlay

iii) Summer 2025 projects - North Lakes Dredging

Meeting adjourned at 2:28 p.m.

Future / Ongoing Topics

a) Campus Master Plan Signage

b) Kinesiology & Athletic Master Plan Review

c) CPDC Current Project List Update

d) Ives/Nichols Feasibility Assessment (In Progress)

e) Art/Carson Feasibility Assessment (pending)

f) 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*
- *University Signage*
- *Construction of New Buildings and/or Structures*
- *SUAM (State University Administrative Manual, Section 9100 – Five-year Capital Improvement Program*

__COMMITTEE MEMBERS (2024-2025):__

	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)
☐	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/Karen Leitsch	Athletics, Senior Director (or designee)
☐	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

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
☒	Jamie Hermann	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

Attachment A - Art 108