Campus Planning and University Space Advisory Committee

Meeting Minutes

April 8, 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 (March 11, 2025) - Draft meeting minutes were emailed to the Committee before the meeting. D. Twedell solicited approval, P. Couret approved, and the motion was seconded by Y. Chun
   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 J. Way
2) Meeting Schedule for AY24/25 - Monthly - Every 2nd Tuesday, 2:00 pm - 3:00 p.m.
3) Old Business:
   a) Campus Moves - M. Ogg discussed that they have a list of those who will be moving and where, and that an email will go out today with instructions on how they should proceed. He is currently focusing on Nichols and possibly Ives, with hopefully next the focus will be on Carson.
      i) D. Twedell inquired after the teach out program. M. Ogg let the committee know that it could take as long as 2 years depending on the department and students who have the credits.
      ii) D. Goss inquired about Art 108 computer lab and if the project is still moving forward.
         (1) P. Couret confirmed that the project was approved and we are going ahead.
         (2) M. Ogg elaborated that the original space for the digital arts lab, with computers purchased by the CFO, was too small, and despite some creative self-installments, it was decided that the room next door would

be a better fit for the computers and students. Ideally, the lab will be ready by Fall 2025.

b) D. Twedell inquired about a possible classroom on the 1st floor of a building that Facilities could use for the influx of furniture as FM is out of storage space; preferably without an elevator.
   i) D. Goss responded that this could be possible and that there should be a meeting with him and FM to follow up at a later date.
   ii) J. Way asked to be included in this meeting as it could affect her team as well. All agreed.

4) New Business:
   a) Schulz 2 South - Presented by L.Krier
      i) The library has 4 separate wings of Schulz. L. Krier discussed how they would like to see Schulz 2 South to look like after the surge items are removed. This will mean that the cubicles will be removed so that the area can be used as an active working area, including adding a podcast and digital creation space.
      ii) L. Krier continued that they will be refurbishing a family study area, specifically geared towards students with families. This way, their families can be with them while they study. She went on to say that they will also create a bindery/mending area, a virtual reality area with LPs and turntables, as well as more open floor space.
      iii) L. Krier also touched on Schulz 2 North, where they will add more study rooms, student meeting rooms for clubs, along with computer labs and printing areas.
      iv) The 3rd floor will return back to a dedicated quiet area.
      v) D.Twedell inquired to J. Barnett about donating any furniture that can be, and that the process will be quick. J. Barnett agreed.

Meeting adjourned at 2:22 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)

<u>CHARGE TO COMMITTEE</u>

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.

<u>COMMITTEE CORE VALUES:</u>

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

<u>ACTIONS & PRIORITIES</u>

- *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
☒	Roger Hess	Energy Manager
☐	TBD	Staff appointed by the Chair/Vice Chair to support the committee