

Space Planning Advisory Committee (SPAC)  
Final Meeting Minutes  
January 29, 2020

**Members Present:** Jennifer Sorenson, Julie Lappin, James Trotter, Jenna Aguirre, Monica Alejandre, Olivia Rosas, Dorothy Chen-Maynard, Lesley Leighton, Kim Nicholl, Antonio Guijarro, Eric Chan

**Members Absent:** Leatha Elsdon, Ruth Landeros, Daisy Ramos

**Guest/Alternates:** Dr. Taewon Yang, Bill Herbert, Miguel Martin

**Meeting Start Time:** 10:00 a.m.

**Agenda Items**

1. August 5, 2019 Meeting Minutes
2. Student Success and Educational Equity Office Space
3. PDC Space Shuffle
4. CEGE/Academic Affairs Reshuffle (update)
5. JB-137/139 Classroom Modification
6. Process for Changes to Instructional Capacity Space
7. Office of Tribal Relations Space Request
8. Office Space Standards
9. SFDB Space File
10. Items by Committee Members (Roundtable)

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1. August 5, 2019 Meeting Minutes

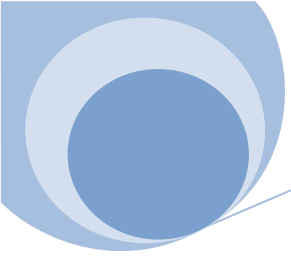
**Action:** Minutes approved.

2. Student Success and Educational Equity Office Space

In response to a prior request for office space, the Provost's Office has agreed to allow the Office of Student Success and Educational Equity to temporarily use CE-367 and 369 until the completion of the Student Union Expansion project in August 2021.

3. PDC Space Shuffle

Jenny provided an update on the ongoing changes at PDC, including the completion of converting the Salton Sea Archive (IW-304) to an open office for adjunct faculty with 7 workstations and moving the Salton Sea Archives to the Library in HS-103. The Osher



Space Planning Advisory Committee (SPAC)  
Final Meeting Minutes  
January 29, 2020

Lifelong Learning Institute (OLLI) office in RG-211 has been converted to an open office with 4 workstations while RG-109 is repurposed from a classroom to the OLLI office.

4. CEGE/Academic Affairs Reshuffle (update)

Jenna spoke about the effectiveness of the Academic Affairs Space Committee, holding quarterly meetings, new guidelines, and the availability of the space update form. Dorothy suggested Jenna present the forms at the Faculty Senate in case they are unaware.

Jenna also mentioned most Colleges generally do not have faculty office space issues except for the College of Natural Sciences and Jack H. Brown College.

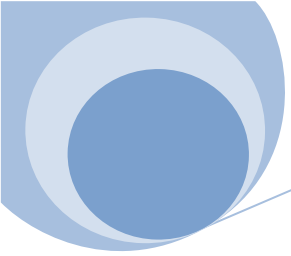
5. JB-137/139 Classroom Modification

Dr. Yang and Bill Herbert walked through the request to combine JB-137 and 139, currently two 28-seat interdisciplinary classrooms, into one 46-seat classroom with computer stations and equipped for distance learning. They provided justification for the request which include the current lack of suitable classroom space with distance learning capabilities to broadcast to PDC, the current underutilization of the JB-137/139 due to their low physical capacity, and the desire to offer larger course sections. The original request has been modified from tablet-arm chairs to computer stations.

Eric mentioned FPDC and the College has met on several occasions to discuss seating layout, data and power requirements and to provide a preliminary construction estimate. The scope of the request has changed since the initial request and there is a possibility that the modified space may not accommodate the 46 computer stations desired.

Jenny asked if there were other rooms on campus that could accommodate the College's needs without the need for this request. Dorothy asked why more computer stations are needed. Kim mentioned the potential future need for classrooms of size 26-28.

Dr. Yang and Bill responded that he's not aware of any computer labs of this size for distance learning and the College could not afford to continue to offer smaller course sections. Bill mentioned the Dean is willing to release JB-285, which is currently an Accounting and Finance computer lab, for university use as a classroom with JHBC receiving priority in scheduling.



Space Planning Advisory Committee (SPAC)  
Final Meeting Minutes  
January 29, 2020

Jenny suggested the committee further look into other suitable spaces on campus. Kim will again reach out to the Academic Scheduling Coordinators for their feedback.

**Action:** The committee will follow up with College for more information on the proposal in consideration of the comments received and schedule a special SPAC meeting in the near future to address this item.

6. Process for Changes to Instructional Capacity Spaces

Eric described the current process of proposing changes to instructional spaces and reiterated that all changes that has the potential to affect the use or seat count needs to be reviewed by SPAC. Jenna mentioned the AASC currently only reviews changes to administrative spaces and not instructional spaces.

Jenny and Kim expressed concern about the unknown impact of quarter to semester conversion on the availability of instructional space and suggested waiting until after Fall 2020 to re-assess changes to instructional spaces.

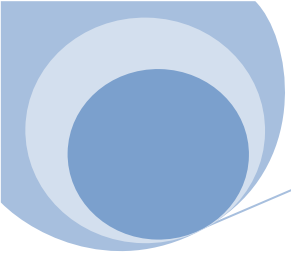
Though there has not been a formal request to SPAC, Eric heard of discussions to convert JB-382/384 and SB-453/455 to an Active Learning Classrooms.

James brought up looking into the possibility of converting JB-382/384 to an Active Learning Classroom.

**Action:** Jenna and FPDC will set up a meeting to discuss potential changes to the process to address requests for changes to instructional spaces.

7. Office of Tribal Relations Space Request

Monica has previously requested space for an office for the Director of Tribal Relations and two workstations for two Student Services Professionals with storage space. That request is on hold for now as the Division is going through a re-organization and the lines of reporting may change.



Space Planning Advisory Committee (SPAC)  
Final Meeting Minutes  
January 29, 2020

8. Office Space Standards

Eric walked through the State University Administrative Manual (SUAM) section on administrative and office space standards for reference.

**Action:** Eric to send the applicable SUAM section related to administrative and office space standards to committee members.

9. SFDB Space File

Eric explained how to look up space information using the Space and Facilities Database (SFDB) space file that was previously emailed to the committee.

10. Items by Committee Member (Round Table)

None.

***Meeting adjourned at 11:20 a.m.***