

Space Planning Advisory Committee (SPAC)  
Draft Meeting Minutes  
May 5, 2022

**Members Present:** Jennifer Sorenson, Leatha Elsdon, Barry Ryan, James Trotter, Molly Springer, Monica Alejandre, Ryan Keating, Lucy Lewis, Patrick Bungard, Francisco Alfaro, Daisy Ramos, Eric Chan

**Members Absent:** Leatha Elsdon, Jenna Aguirre, Dorothy Chen-Maynard, Ruth Landeros, Antonio Guijarro

**Guest/Alternates:** Daniela Moreno, Paola Lima

**Meeting Start Time:** 1:00 p.m.

**Agenda Items**

1. November 30, 2021 Meeting Minutes
2. President-Approved Space Requests
3. Strategic Plan Update
4. Palm Desert Campus Space Needs
5. Vacant Buildings Planning Update
6. Space and Facilities Database (SFDB) Space Updates
7. Items by Committee Members

- 
1. November 30, 2021 Meeting Minutes

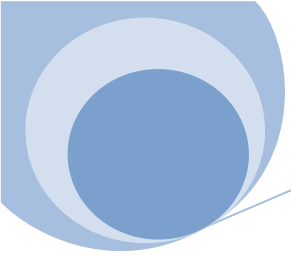
**Action:** Minutes approved.

2. President-Approved Space Requests

Jenny summarized the SPAC recommendations that were approved at the February 2022 President's Cabinet meeting. Facilities Planning is currently working with the approved requestors to develop scope and budget for physical improvements.

3. Strategic Plan Update

Eric provided a progress update on the administrative space assessment. LPA Architects is currently assessing the current campus space inventory, accurate as of Fall 2021, as compared to CSU standards. National research on space utilization trends post-pandemic will be included. The divisional space committee may also benefit from this study. Overall, the study will help provide transparency around campus. A preview of the infographics and exhibits to be included in the report were shown.



Space Planning Advisory Committee (SPAC)  
Draft Meeting Minutes  
May 5, 2022

Patrick pointed out a discrepancy on the space assignment example shown. Eric stated the data is approximately 90% correct but will be verified prior to completion of the assessment.

Monica inquired if this report will inform the direction of a future campus telecommuting policy. This report will supplement the existing campus efforts on related to telecommuting and space assignment.

Jenny reiterated that this study includes both the San Bernardino and Palm Desert Campus. The tentative assessment completion date is the end of June 2022.

4. PDC Space Needs

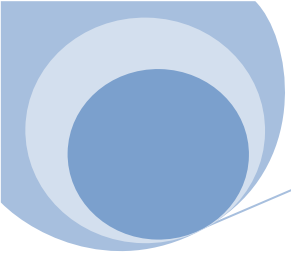
Jenny spoke to the short-term space needs provided by the PDC Dean. A report detailing the current needs and potential options such as leasing space off campus will be presented to the President's Cabinet. General office space is needed for SEGS, IR, ITS, new tenure track faculty and the undocumented student success center. Grant space is also needed which includes Pre-college programs.

Francisco elaborated on the additional space needs due to new grants awarded and new hires. Previously, there were some employees who had multiple roles but PDC is separating duties and hiring dedicated staff.

5. Vacant Buildings Planning Update

Eric provided an update on the status of certain vacant spaces throughout campus for the committee's information. Updated conceptual plans for the use of Yasuda Center for the Masters of Science Physician Assistant program were shown. An architectural firm has been contracted to assist with the design and cost estimating. The project is anticipated to include mock beds on the west side of the building with potential dividing section walls for classrooms.

Jenny summarized the building tour meeting with the various potential user groups of the former bookstore. Campus tours could launch from this area of the campus and it gives individuals an accessible gathering location. There were various ideas regarding how to re-envision the space. LPA Architects will be contracted to assist with the conceptual design for the Welcome Center. There did not appear to be enough space for all occupants based on their original request but LPA can hopefully provide options to consider.



Space Planning Advisory Committee (SPAC)  
Draft Meeting Minutes  
May 5, 2022

6. Space and Facilities Database (SFDB) Space Update

Eric described the annual SFDB update process to the Chancellor's Office. The SFDB space file will be distributed to SPAC members with the task for each division representative to verify their division's space assignments. Since the pandemic, a formal walk-through of the campus has not been done. Revisions are requested by the first week of June 2022.

7. Items by Committee Members

Molly talked about the challenges of finding space for awarded grants and inquired whether or not policies and procedures should be changed to adapt to this reality. In the Office of Pre-College Program, seven individuals are working remotely and need space to be able to return to campus.

The committee suggested an analysis of FERP faculty offices that could be used for existing faculty and staff. It was also advised that parties interested in occupied space should be more upfront and practice candor as to what they are doing.

Perhaps SPAC could be more pro-active and less reactive to space needs. One idea is to have an information session at a future SPAC meeting related to grants. Another idea could be the development of a shared online document to track and share information on who has applied for grants and what their space needs might be.

Ryan expressed the benefits of strategically co-locating programs when vacant space is available. He used the example of Office of Student Research perhaps moving to vacant space in the former student union, SMSU South.

Ryan echoed the comments about SPAC being more effective if it was reactive than proactive. Jenny agreed the committee does take a more reactive approach but tries to be proactive when possible. Jenny emphasized that Faculty offices and grant space are the University's priorities.

Molly Springer also expressed the idea of providing an allocation of space letter where some direction or cultural protocols be provided to occupants.

***Meeting adjourned at 1:50 p.m.***