



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

University Space Committee

Retreat

Agenda

March 7, 2023, 12:30 PM – 4:00 PM

LSU Ballroom C

Tuesday, March 7, 2023

12:30 pm	Lunch – Self-serve
1:00 pm	Welcome – Deb Wallace
1:05 pm	Walk-through master plan – Deb Wallace
1:35 pm	Space Inventory – Nathaniel Dotti
2:05 pm	Criteria and Thresholds – Deb Wallace
2:35 pm	Walk-through 2 examples
3:05 pm	Space and Facilities Database that the CO manages on all CSU space utilization
3:35 pm	Determine Priorities

2022-2023 Committee:

- Deborah Wallace, Vice President, Administration & Finance/CFO
- Addae Jahdai-Brown, Director of Residential Living and Learning
- Alicia Amerson, Associate Director, Housing Facilities
- Ana Castillo, Student Ambassador
- Dr. Bobbie Porter, Vice President, Chief Diversity, Equity & Inclusion Officer
- Cecilia Ortiz, Executive Director, Loker Student Union
- Dr. Christopher S. Monty, Chair/Professor, Department of History
- Edgar Mejia-Alezano, Executive Vice President, Associated Students
- Sara Hariri, Executive Director, I.T. Operations & Finance
- Jane Gallegos, Fiscal Officer/HR Liaison, University Advancement
- Jessica Garcia, Director, Parking and Transportation
- Kevin Neal, Director of Corporate Sponsorships / Marketing & Community Engagement
- Monique Turner, Lecturer, Psychology
- Ken O'Donnell, Vice Provost
- Nathaniel Dotti, Project Production Coordinator/Space Analyst
- Obioha Ogbonna, ASI President
- Susan Sanders, Deputy Chief of Staff
- Tracey Haney, Lead Academic Programs, Academic Affairs
- Tranitra Avery, Executive Director, Foundation
- Yvette Nava, Senior Analyst, Academic Scheduling & Facilities

Meeting Minutes: 3-7-23

Group Discussion

- Goal – Start looking at the utilization of the cleaned-up inventory.
- Review telecommuting agreements; to determine shared space/hoteling space?
- Cataloging system – reviewed spreadsheet from Nate D.
- How FTE is calculated – Nate
- How does something get into inventory/how we know if something comes available:
- Chancellor's Office only provides 1% of growth each year – we grew 15%
- Hire a company to do a case study on the utilization?

Action Items:

- Narrow Nate's list to potential spaces (some of them are not available – roughly six codes); each division is going to use the honor system to update the spreadsheet to advise on utilization. 6 total Division. Add name of each occupant in the space; employee ID; physical office location; office extension; FT/PT; Perm/Temp; Hybrid/Remote; Is this space in use? Add columns to Nate's spreadsheets to add spaces or acknowledge what spaces are not being utilized.
Megan Zullo
- Share with each Division to confirm the usage no later than March 15th with a April 15th deadline of completion.
Send list to committee from Megan Zullo
- Ask HR to request an update and receipt of new telecommute agreements; as soon as possible.
VP Wallace to discuss with Monica.

Meeting Minutes:

- Last meeting: 2-21-2023 – 2:00pm – 3:00pm
- Group, through poll decided to meet 1st and 3rd Tuesday of each month – 2:00 – 3:00 pm

List of attendees on Tuesday, March 7th Retreat:

- Deborah Wallace, Vice President, Administration & Finance/CFO
- Addae Jahdai-Brown, Director of Residential Living and Learning
- Alicia Amerson, Associate Director, Housing Facilities
- Dr. Bobbie Porter, Vice President, Chief Diversity, Equity & Inclusion Officer
- Cecilia Ortiz, Executive Director, Loker Student Union
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