



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

University Space Committee

ZOOM

Agenda

May 2, 2023, 2:00 PM – 3:00 PM

<https://csudh.zoom.us/j/84965026506?pwd=VzdxVXorWU04U0JUVFN0Z0pnVlo5dz09>

2:00 pm	Welcome – Deb Wallace
2:05 pm	Compiled Data Review – Deb Wallace
2:10 pm	Review of 1st submitted form – Deb Wallace/Harmony Frederick
2:35 pm	Parking Audit – Deb Wallace/Jessica Garcia
2:55 pm	Action Items

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
- Jane Gallegos, Fiscal Officer/HR Liaison, University Advancement
- Jessica Garcia, Director, Parking and Transportation
- Ken O'Donnell, Vice Provost
- Kevin Neal, Director of Corporate Sponsorships / Marketing & Community Engagement
- Monique Turner, Lecturer, Psychology
- Nathaniel Dotti, Project Production Coordinator/Space Analyst
- Obioha Ogbonna, ASI President
- Sara Hariri, Executive Director, I.T. Operations & Finance
- 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: 5-2-23

Group Discussion

- Compiled data review

- Reviewing each space to identify what is available to assign
- There were no spaces that were noted as unallocated
- Later this month, will discuss space utilization
- Sara Hariri noted that her entire department will need to move in the next year for Tech Checkout
- Academic Affairs has set aside spaces for future faculty members and anticipated moves due to construction
- Audit report of data recommended
 - Admin and Finance will make calls to verify the information on the report
 - Concern about a lack of honesty/transparency in recording their results
 - Academic Affairs and Student Affairs reported auditing for duplicate names, open positions, etc.
- What is the new employee's (Yancy's) responsibility in this process?
 - Yancy needs to fill Nate Dody's position; position will help with space planning and look through this report and make sure all information is correct within the database
- Review of first submitted form
 - Harmony reviewed the space need for CAPE. Overall, she reported that the form was intuitive, and asked for more space for justification. VP Wallace agreed that more space for justification is relevant.

Jane had to hop off early, but suggested: If I could, I would suggest that we ask VPs/Deans/Leads to look at their spaces and identify if there is a way THEY can be creative and open up spaces? I think areas have more context to their needs and have knowledge how they can get creative. It might be the fastest way to find space. This option might be better over us prescribing (?) what we think (from the outside) what units can make happen.

Action items

- Yvette mentioned space utilization software may be available; Sara asked that Yvette send this software to her
- Susan will add discussion about space report to Executive Cabinet Meeting on 5/8/23
 - Will report back after the Cabinet Meeting
- Make calls to verify the information on the report
- Parking audit—Jessica didn't have context—will report at the next meeting—Megan to connect with her
- Yvette requested to get the agenda and minutes prior to each meeting
- Reschedule the meeting on May 16 as it is finals week and the VPOTUS will be visiting—looking at the last week in May

List of attendees on Tuesday, May 2, 2023:

- 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
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