CSUDH

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

University Space Committee

ZOOM

Agenda

June 20, 2023, 2:00 PM – 3:00 PM

hhttps://csudh.zoom.us/j/84965026506?pwd=VzdxVXorWU04U0JUVFN0Z0pnVlo5dz09

Tuesday, June 20, 2023	
2:00 pm	**Welcome –** Deb Wallace, VP, Administration & Finance/CFO
2:05 pm	**Form Updates** – Yancey Modesto, AVP, Facilities Planning, Design & Construction
2:15 pm	**Mandatory Moves Updates** – Deb Wallace, VP Administration & Finance/CFO
2:30 pm	**Process Mapping** – Kyle Glick, Senior Consultant, Transforming Solutions Inc.

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
- VACANT, Project Production Coordinator/Space Analyst
- Obioha Ogbonna, ASI President
- R. Yancey Modesto, AVP, Facilities Planning Design and Construction
- 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
- Harmony Frederick
- Kyle Glick, TSI

Meeting Minutes: 6-20-23

Attendees:

- Deborah Wallace, Vice President, Administration & Finance/CFO
- Dr. Bobbie Porter, Vice President, Chief Diversity, Equity & Inclusion Officer
- Jane Gallegos, Fiscal Officer/HR Liaison, University Advancement
- Ken O'Donnell, Vice Provost
- Kevin Neal, Director of Corporate Sponsorships / Marketing & Community Engagement
- R. Yancey Modesto, AVP, Facilities Planning Design and Construction
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Update from R. Yancey Modesto

- Actively recruiting for a space analyst (position vacated by Nate Dody)
    - Starting interviews this week
    - Would like candidate to start by August
- Form updates: Working through that
    - Holding off until we understand the process of approvals so we understand what is needed from the requestor
- Dr. Porter: Is the process mapping going to help us with understanding where this committee fits in in terms of the approval process?
    - Kyle: Started process mapping, but had to revisit due to the multiple bodies working on this process
    - VP Wallace: Dr. Porter, Susan, and she have been very vocal in cabinet about the need for process mapping

VP Wallace
- Kudos to Yancey for jumping right in, especially losing a staff member
- Wants to make sure that everyone has a viable space to work

Kyle Glick – TSI (Transforming Solutions)—recorded meeting per Dr. Porter's request starting at this report
- TSI provides organizational change management and process management solutions
    - Have been contracted with CSUDH to help with process management
    - Also to help with business process improvement training
        - Six step process
- CSUDH didn't have a current state; launched into the future state
    - Needed to back things up and go through the six-step process
    - Mapped current state (see first image below)
    - Yancey and Megan led analysis process
    - Started designing the ideal future state (discussed last week—see second image)
    - Will have at least one more meeting
    - Then will provide the deliverables
    - Visit transforming.com to find their process improvement training steps
- Current state (==see first image below==)
    - Code
        - Circle indicates the start or end of a process
        - Red is manual, green is automated
        - Arrows demonstrate how things happen
        - Diamonds indicate decisions
    - Lots of manual processes
    - When discussed pain points and analysis, involvement of Yancey's team and University Space Committee came to the fore including:

- ▪ Incomplete forms
  - ▪ Lack of knowledge of what information is needed on the form
- Future state (see second image)
  - o Inquiry request form: Facilities gets involved to evaluate the feasibility of the solution
    - This will happen upfront before the committee makes a decision
    - Future state: Let's get everything upfront as much as possible so that it is clear and concise
    - This way, we understand how to involve the Academic Space Committee
  - o Inflection points (diamonds) throughout the process
  - o Once the ideal future state is created, then passed off to IT to create the process
- VP Porter: Will there be iteration on the process map/a tentative timeline?
  - o Kyle: Hoping to wrap up by the end of next week (working with Megan to schedule a meeting)
    - ▪ Then will put together an action plan
- VP Porter: Inventory—how does what is available play into this?
  - o Yancey: Once we have the University Facilities Planner and Space Analyst, things will line up better and make this a priority—working to get this person signed on as soon as possible
    - ▪ This person will be the gatekeeper, the person who receives this request—will go through the process that is created
    - ▪ This person will make sure that the request is viable, a legitimate project or not
  - o Yancey: Those who are requesting will be trained to know exactly what Facilities, the committee is looking for
    - ▪ Kyle: Organizational change management piece
- Harmony: What is cabinet thinking in terms of revisiting the available inventory?
  - o VP Wallace: Not a lot of conversation with President Parham to this point, but expects that follow up will occur
    - ▪ Not there yet in understanding what we have
    - ▪ Number of telecommuters: At least 123 people who have submitted a form through their supervisor; not sure this is accurate
      - Want to use this to reconcile the assessment
    - ▪ Information from parking and transportation: Know how many people have purchased permits
- VP Wallace: Mandatory Moves
  - o Demolition of spaces
    - ▪ Fieldhouse
    - ▪ East Academic Complex
  - o Have no net-new space
  - o Some spaces have seismic conditions and need to be repaired before they can be used; hoping that the governor would put something in his budget, but it has not come to fruition yet
    - ▪ Campuses may yet have some opportunities depending on how budget negotiations go at the state level
  - o All of the folks displaced on campus—making sure there is a space for all of those folks
    - ▪ Had a subgroup working on this initiative
    - ▪ Looking at rooms, sizes of rooms, how many people can fit in those spaces
    - ▪ Goal: End of this month, a clear recommendation
- Yancey: Future planning for space
  - o How we'll be managing new space
  - o Is it a requirement to repurpose existing space for pedagogy for functions that don't currently exist?
  - o Can our inventory allow us to create those spaces? Are those spaces well-utilized? Can we consolidate/grow from existing spaces?
  - o Committee shouldn't be just limited to approving forms, but be creative in developing new space
  - o VP Wallace: Need to look at underutilized spaces; another campus found 65% underutilized space on campus
- Susan: How ready are we to work hybrid? Lunch and learns to change the way people think about this: They don't necessarily need a space on campus, but have touchdown spots; what if we had a suite or floor of touchdown spaces; capacity to think of what this would look like
  - o VP Wallace: Don't know if we're quite there yet; how do we provide customer service; are

we going to be able to serve students and do it well?

- o Yvette: For analysis, we still need a software to do this. We don't have one that analyzes space utilization.
- Yvette: Need to get a handle on SFDB is calculated. What that means to us and our real utilization. Some calculations aren't current—how we use our space on campus now may not be accurately reflected (some labs are listed TBA, for example); how do we figure out the true use
- Harmony: Other SoCal universities have purchased space off campus (USC, CalArts, CSUN)
  - o VP Wallace isn't convinced we need space off campus yet—wants to look at space utilization; lots of secondary expenses (transportation to and from main campus, etc.) to consider