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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Campus Physical Planning Committee
Space Management Subcommittee Meeting
November 19, 2021 | 11:00 a.m. | Zoom

1. Call to Order — Joni Shimotsu
2. Approval of Minutes (September 24, 2021)
3. Status of Recommendations to President
    a. LIB N Floor 2 stack and cubicle removal
4. Space Change Requests
    a. ET A125, 126 Remodel — Emily Allen
5. Planning, Design and Construction Project Updates — Yancey Modesto

Committee Members:

1. Bippus, Amy*	6. Lee, Daniel (SMS)	11. O'Neil, Theresa (CPPC)
2. Chatterjee, Choi (CPPC)	7. Kennedy, Betty*	12. Queen, Barbara*
3. Frenda, Steven (SMS)	8. Magolske, Maria*	13. Shimotsu, Joni, Chair (SMS)
4. Fryling, Mitch (CPPC)	9. Modesto, Yancey, Chair (CPPC)	14. Solis, Jason*
5. Hua, Hope (CPPC)	10. Murray, Michael*	

*Indicates membership on both committees

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Campus Physical Planning Committee
Space Management Subcommittee Meeting

September 24, 2021 | 11:00 a.m. | Zoom

ATTENDANCE: Acevedo, Emily; Chatterjee, Choi; Frenda, Steven; Fryling, Mitchell; Magolske, Maria; Queen, Barbara; Shimotsu, Joni; Solis, Jason
ABSENT: Lee, Daniel; Misa, Kyle; Modesto, Yancey; Murray, Michael; O'Neil, Theresa

Call to Order
J. Shimotsu called the meeting to order at 11:03 a.m.

Status of Recommendations to President
Previous space change request was approved by the President. The space change request was for USU 203E remodel.

Space Change Requests

a. JFK N Floor 2 stack and cubicle removal

J. Shimotsu present the space change requests on behalf of the Library. The Library wants to remove 19 book stacks and seven study cubicles from the North 2nd floor, east side of the building. C. Chatterjee asked where the books are moving towards and E. Acevedo answered that the stacks are primarily empty and not being used. E. Acevedo motioned to approve the space change request and all were in favor with none opposed. The motioned passed.

Outdoor Spaces
J. Shimotsu spoke to a current effort for the campus to increase the number of usable spaces outdoors by implementing better shade, furniture and trees.

Planning, Design and Construction Project Updates
B. Queen gave an update on the current capital construction projects happening campus wide.
J. Shimotsu congratulated C. Chatterjee on the Distinguished Professor Award.

Adjourn
C. Chatterjee motioned to adjourn the meeting and E. Acevedo seconded. All in favor and the meeting adjourned at 11:24a.m.

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Appendix 8.3

SPACE CHANGE REQUEST

Instructions: Refer to AP 007, pages 13-15. Use **DocuSign** to route form **and** checklist for signatures. Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests first. All requests are reviewed by Facilities Services (FS), Environmental Health and Safety (EHS), and Information Technology Services (ITS), prior to review by the Space Management Subcommittee (SMS). Upon SMS review and vote, recommendations are routed to the president for final approval.

ORGANIZATION UNIT		EXTENSION
College of ECST	3-4510	

DEPARTMENT HEAD (Please Print)	SIGNATURE	DATE
Jane Dong		

SPACE REQUEST:
Currently, ECST Advising Center Reception area is located in ET A125. We request to modify ET A126 (a room adjacent to A125) to become part of ECST Advising Center. Using A125/A126 as Advising Center reduces student confusion in accessing advising services and makes it possible to reconfigure the advising cubicles to achieve a safer and more accessible advising space.

RATIONALE FOR REQUEST (Attach additional page(s) as needed):
Please see the attachment.

HOW IS THIS NEED CURRENTLY BEING MET?
The Advising Center space currently does not meet ADA or FERPA compliance.

ITEMIZE BUDGETED POSITIONS Include funding source to be used in proposed space:
N/A

RENOVATION EXPENSE Provide budget amount and funding source. This will be reviewed by FS to confirm within range and revisited with a formal estimate once project is approved.:
Estimated cost is about $50K to be paid by ECST with possible HEERF funding reimbursement.

When is this project needed to be complete:

Approval by Dean or Senior Management ☐ ☐ Emily Allen — Date

Approval by Dean or Senior Manager — Date

Chair, Academic Affairs Space Advisory Group — Date

☒ Approved ☐ Not Approved

DocuSigned by: Emily Acevedo 93BDE80FDAC3455... 10/14/2021 | 16:34 PM PDT

Action taken by Space Management Subcommittee:

Chair, Space Management Subcommittee — Date

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GUIDELINES FOR SPACE MANAGEMENT SUBCOMMITTEE

EVALUATION OF SPACE CHANGE REQUEST

In completing the Space Change Request form, please provide all pertinent information so that committee members can evaluate how this request will:

1. Facilitate instruction at the program level and affect the overall instructional program of the University.

2. Improve instructional support.

3. Improve institutional support.

4. Impact on classroom scheduling.

5. Positively affect student, faculty, and staff morale.

6. Improve the image of the University.

7. Facilitate community service.

8. Improve physical accessibility.

In addition, the Committee will review the request to ensure that it:

1. Includes adequate financial planning for implementation as well as on-going costs.

2. Meets health and safety codes.

3. Is compatible with the Academic Master Plan.

4. Is compatible with the Physical Master Plan.

5. Meets Chancellor's Office guidelines (capacity, utilization, and space use standards).

6. Has endorsement of the Dean or Senior Manager.

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Guidelines for Completing the Space Change Request form

1. **Overview**

The Space Change Request process facilitates the approval of the conceptual project, which is the first step to getting a qualifying project on campus started. Project criteria are outlined in AP 007 - page xxx.

A budget and funding source is required to ensure the requestor can fund the project. Once the project goes through the approval process, Facilities Services will provide a formal estimate. This is when the project is added to the project queue. Please note that some projects may take up to a year to get started, depending on the existing project list.

Academic Affairs Space Advisory Group (AASAG) reviews and approves all Academic Affairs space requests prior to review by campus Space Management Subcommittee (SMS). See attached process map (Appendix 8.4A.

2. **Space Request**

Provide a brief description of what the job entails. Keep in mind this form is to request conceptual approval. All projects must be assigned a position in the project list.

3. **Rationale for Request**

Provide an explanation for the basis of the request. For example, indicate whether the project will improve instructional or institutional support. Guidelines to be used by the SMS are attached to the Space Change Request form and may be used as a guide in completing this section.

4. **How Is This Need Currently Being Met**

Indicate the function of space as presently assigned.

5. **Itemized Budgeted Positions**

Indicate all funded positions that will be assigned to the proposed area space. Also include the source of funding for each position (e.g., grant award, general fund).

6. **Renovation Expense**

Indicate budget and chart field for project funding source. Budget will be reviewed by Facilities Services to confirm within range and revisited with formal estimate once project is approved.

7. **Project Completion**

Indicate, if appropriate, whether a specific period of time is a necessity for either beginning renovation or for occupancy. This may be needed for research grant space, and will be used to help in the project planning. As noted above, there is an existing project queue to which all new projects will be integrated.

8. **Approved by Dean or Senior Manager**

All space requests must be signed by the appropriate Dean/Senior Manager and dated.

9. **Action Taken by Space Management Subcommittee**

Do not complete.

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Appendix 8.5.

Space Change Request Checklist

Directions: Requestor to complete the space change request name, building, floor, and room number(s). The remainder is to be routed to and completed by Facilities Services (FS), Environmental Health and Safety (EHS), and Information Technology Services (ITS) then submitted by the requestor as part of the Space Change Request package to the Space Management Subcommittee.

Space Change Request : ECST Academic Advising Center

Building: Engineering & Technology Floor: 1st Room(s): A125 & A126

1. Electrical Impact: ☐ YES ☐ NO
FS Comments: EHS Comments:

2. Plumbing Impact: ☐ YES ☐ NO
FS Comments: EHS Comments:

3. Refrigeration/ HVAC Impact: ☐ YES ☐ NO
FS Comments: EHS Comments:

4. Space Utilization Impact: ☐ YES ☐ NO
FS Comments: EHS Comments:

5. ADA Compliance: ☐ YES ☐ NO
FS Comments: EHS Comments: Ensure ADA accessibility to all work areas.

Reviewed & Completed by:

DocuSigned by: Michael Murray 0BE98162EBC94C9...
Director, FS (or designee) 10/15/2021 | 09:04 AM PDT
Date

DocuSigned by: Jason Solis 349BE97B81B3419...
AVP, ITS (or designee) 10/19/2021 | 09:29 AM PDT
Date

Overall ITS Comments:

DocuSigned by: Mdavone Mravanli 02D94A9552FE4EB...
Director, EHS (or designee) 10/19/2021 | 08:27 AM PDT
Date

DocuSign Envelope ID: 4C097E8A-AE17-46F0-B1B7-7F76E3A0DE66

Rationale for the space request:

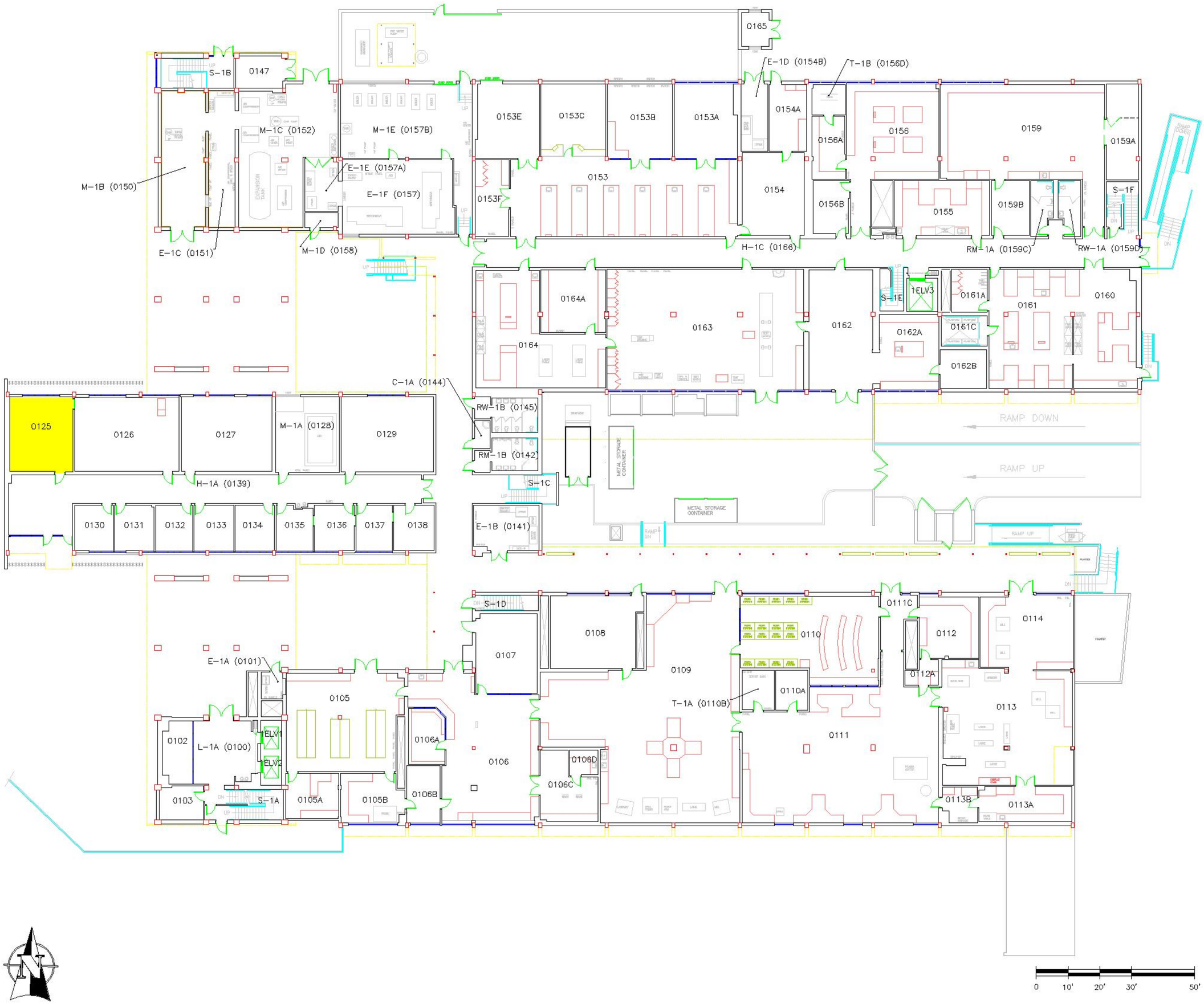
Currently the ECST Advising Center comprises two rooms: ET A125 and A127. The two spaces are separated by a classroom, A126, which is slightly larger than A127.

EHS conducted an assessment of the ECST Advising Center at the beginning of Fall 2021 semester. The EHS assessment results indicated that the ECST Advising Center should be modified for the following reasons: (1) to be ADA compliant, (2) to offer the privacy needed for advisers and students, and (3) to make the advising environment safer. However, due to current space limitations, it is impossible to reconfigure the advising cubicles for all advisers to meet all above requirements. Hence, we request to repurpose room A126 to be part of the ECST Advising Center. A126 is adjacent to ECST Advising Center A125. Using A125/A126 as Advising Center will also reduce student confusion in accessing advising services and make the ECST Advising Center more accessible and functional.

Itemized Budget

The following table shows a good-faith estimation of the cost needed to repurpose A126 as well as reconfigure A125 to make the space ADA compliant.

Items	**Cost**	**Comments**
Paint	4000	
Flooring	6000	
Furniture	30000	Including building cubicles; cost dependent on selection
Electrical	9000	
Subtotal	**49000**	
FPDC PM fee 10%	**4900**	
Total	**53,900**	



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PLANNING, DESIGN & CONSTRUCTION

ENGINEERING & TECHNOLOGY

FIRST FLOOR

LAST UPDATED: 10-25-16

BLDG

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