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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: September 29, 2021

TO: William A. Covino, President

FROM: Barbara Queen, AVP, Facilities, Planning, Design and Construction

CC: Joyce Williams, Vice President, Administration and Chief Financial Officer

SUBJECT: Space Management Subcommittee Recommendation

The item listed below was unanimously approved by the Space Management Subcommittee on September 24, 2021. The following recommendation is hereby submitted for your review.

REQUEST #1. The Subcommittee recommends the approval of the removal of stack ranges 1-19 and seven study cubicles from Library North, floor 2.

[X] Approved [ ] Not Approved

William A. Covino, President

10/5/2021 | 15:47 PM PDT
Date

Facilities, Planning, Design and Construction | (323) 343-5784 | bqueen@calstatela.edu

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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Campus Physical Planning Committee
Space Management Subcommittee Meeting
September 24, 2021 | 11:00 a.m. | Zoom

1. Call to Order — Joni Shimotsu
2. Status of Recommendations to President
3. Space Change Requests
    a. JFK N Floor 2 stack and cubicle removal
4. Intentional Spaces – Outdoor
5. Planning, Design and Construction Project Updates — Barbara Queen

Committee Members:

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

*Indicates membership on both committees

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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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 ADM 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. This is then reviewed by Environmental Health and Safety (EHS) and Facilities Services (FS) prior to review by the Space Management Subcommittee (SMS). Upon SMS review and vote, recommendations are routed to the president for final review.

ORGANIZATION UNIT	EXTENSION
University Library	x3-3929

DEPARTMENT HEAD (Please Print)	SIGNATURE	DATE
Marla E. Peppers	Marla E. Peppers	July 19, 2021

SPACE REQUEST:
Removal of nineteen (#1-19) stack ranges and seven (7) study cubicles (2046-2052) on Library North 2nd Floor, South-East corner.

RATIONALE FOR REQUEST (Please attach additional pages):
Shifting of collections has reduced the number of stack ranges required to accommodate the library's book collection. The removal of the stack ranges and study cubicles will create much needed additional group and individual study spaces in the library, as recommended by the Library's Master Plan.

HOW IS THIS NEED CURRENTLY BEING MET?
Currently the need is not being met.

ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space:
N/A

ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):

Date of Planned Occupancy:

ITS Approval (as appropriate) — DocuSigned by: Toshia Pham 021111FE8D024B2... — Date 8/20/2021 | 17:21 PM PDT

Approval by Dean or Senior Manager — Date July 26, 2021

Chair, Academic Affairs Space Advisory Group — [X] Approved [ ] Not Approved — DocuSigned by: Emily Acevedo 93BDE80FDAC3455... — Date 8/20/2021 | 17:09 PM PDT

Action taken by Space Management Subcommittee:
Request was unanimously approved by the subcommittee.

Chair, Space Management Subcommittee — DocuSigned by: Joni Shimotsu DBE4FF53FD8A48E... — Date 9/28/2021 | 09:33 AM PDT

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GUIDELINES FOR SPACE MANAGEMENT SUBCOMMITTEE EVALUATION

OF SPACE CHANGE REPORT

In completing the Space Change Request form on the reverse side, 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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Appendix 8.4.

Guidelines for Completing the Space Change Request form

1. Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests prior to review by campus Space Management Subcommittee (SMS).

2. Space Request: Provide a brief description of what the job entails.

3. Rationale for Request: Provide an explanation for the basis of the request. For example, indicate whether the project will improve instructional support, improve institutional support and so forth. Guidelines to be used by the Subcommittee 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, i.e., grants, general fund, etc.

6. Itemize Renovation Expense: Attach cost estimates from Facilities Services, if appropriate, and indicate account number of funding source for project.

7. Indicate, if appropriate, whether a specific period of time is a necessity for either beginning renovation or for occupancy.

8. Approved by ITS (as appropriate): The appropriate ITS administrator must sign all space requests involving campus telecommunications infrastructure development.

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

10. Action Taken by Space Management Subcommittee: Do not complete.

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Appendix 8.5.

Facilities Services Space Change Request Checklist

Directions: This form is to be completed by Environmental Health and Safety (EHS) and Facilities Services (FS) and submitted as part of the Space Change Request package submitted to the Space Management Subcommittee.

Space Change Request Name: Library North Stack Removal

Building: Library North Floor: Second Floor Room(s): Stack area

1. **Electrical Impact:** ☐ YES ☐ NO
Explanation:

2. **Plumbing Impact:** ☐ YES ☐ NO
Explanation:

3. **Refrigeration/ HVAC Impact:** ☐ YES ☐ NO
Explanation:

4. **Space Utilization Impact:** ☐ YES ☐ NO
Explanation:

5. **ADA Compliance:** ☐ YES ☐ NO
Explanation:

RECOMMENDATIONS:

Reviewed & Completed by:

DocuSigned by: Michael Morales EFB3E3F223B441C... — EH&S Officer — 8/25/2021 | 12:2[illegible] PM PDT — Date

DocuSigned by: Robert Salerno 4D0D8CA51C1C43C... — Director, Facilities Services — 8/23/2021 | 14:51 PM PDT — Date

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Cal State LA - Budget Submittal Form

Project Name:	Lib. No. 2nd floor - Project #6a	Date:	6/2/2020

Project Scope:

**See Attached "Scope of Work".*

Trade Services

PROJECT SUPERVISOR	TOTAL	$0.00
PERMIT/INSPECTION	TOTAL	$0.00
RECYCLING	TOTAL	$0.00
BSE	TOTAL	$0.00
CARPENTRY	TOTAL	$20,324.00
ELECTRICAL	TOTAL	$7,196.25
PAINT	TOTAL	$10,888.75
PLUMBING	TOTAL	$0.00
CUSTODIAL	TOTAL	$0.00
SPECIAL SERVICES	TOTAL	$50,000.00
CHANGE ORDER(S)	TOTAL	$0.00

Project Fees & Totals:

If you wish to proceed, please sign this document, provide a PeopleSoft Chartfield, and return it to Facilities Services Work Control in Corporate Yard room 246.
The quotation will remain valid for a period of no more than 30 days.

Proposal Created By: Jerry Miers

Budget Proposal NTE (not to exceed). Will bill actuals

PROJECT ESTIMATE	$88,409.00

Signature _____ **Date** _____

Print Name _____

Account Number _____

OFFICE USE ONLY

☐ AF ☐ UT ☒ CF ☐ FS

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Cal State LA - Budget Submittal Form

Project Name:	Lib. No. 2nd floor - Project #2	**Date:**	6/2/2020
Project Scope:			

Removal of shelf ranges #1-#19;
Abatement of floor tiles, per plans;
Removal of (7) graduate study cubicles (2046-2052);
Paint ceilings, walls, and columns. Color TBD;
Upgrade electrical;
Furnish and install new flooring.